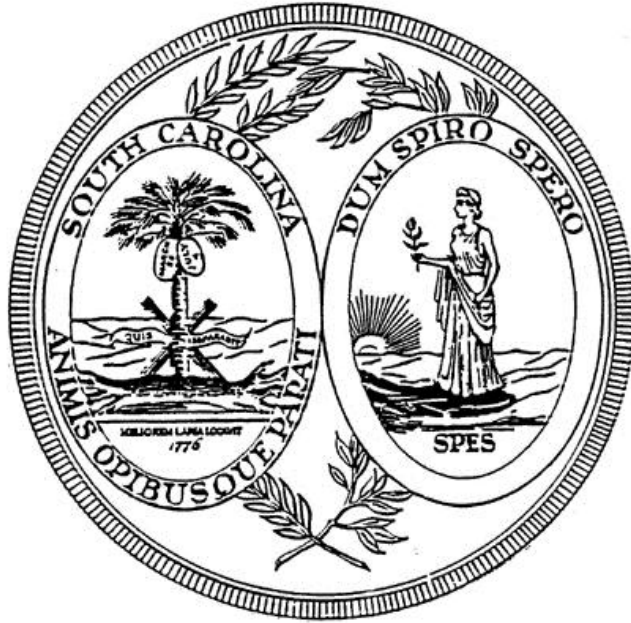


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# SOUTH CAROLINA SECRETARY OF STATE

## UCC ONLINE ELECTRONIC FILING USER GUIDE



### **Division of Business Filings**

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Columbia, SC 29201

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Email: [ucc@sos.sc.gov](mailto:ucc@sos.sc.gov)

<https://ucconline.sc.gov/UCCFiling/UCCMainPage.aspx>

*IN PARTNERSHIP WITH*



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## 1.0 – INTRODUCTION

As of July 1, 2001, under Revised Article 9 of the Uniform Commercial Code, the Secretary of State's Office serves as the central filing office of public notices of secured transactions. These public notices, called financing statements, indicate a commercial agreement between a debtor and a secured party.

Financing statements are filed by banks, mortgage companies, and other lending institutions against secured collateral. Searches of financing statements provide information on secured collateral. When a debtor pledges collateral on a loan, UCC search results tell lenders if others have filed a claim against the same collateral.

The South Carolina Secretary of State's UCC Online system provides users with the capability to file all UCCs immediately and conduct searches that will provide the user with immediate results. The delay normally experienced from having to mail in files is eliminated. Filings cannot be rejected. If the user completes all mandatory fields, the filing is filed immediately. Payment for filings and searches may be made using a debit or credit card, or the user can become a subscriber and be billed monthly for all filings and searches processed through the UCC Online system.

Privacy and security is assured via Secure Sockets Layer (SSL) protocol which encrypts the information being passed between the web server and the user's computer.

The South Carolina UCC Online system is designed to be available 24-hours per day, seven days per week.

We have prepared this user manual to assist in becoming familiar with the South Carolina Secretary of State's UCC Online system. In addition, many pages within the application have associated "Instructions" which may be of use. Of course, the South Carolina Secretary of State's office will be available to assist you as well.

## 2.0 – SUBSCRIBER SERVICES

Subscriber services for UCC Online are offered and managed through the SC.gov portal. **The annual SC.Gov subscription fee is \$75.00 and is billed to your monthly account when your Subscriber Registration Agreement is received and approved and will appear on your first month's invoice.** The \$75.00 annual registration includes the following benefits:

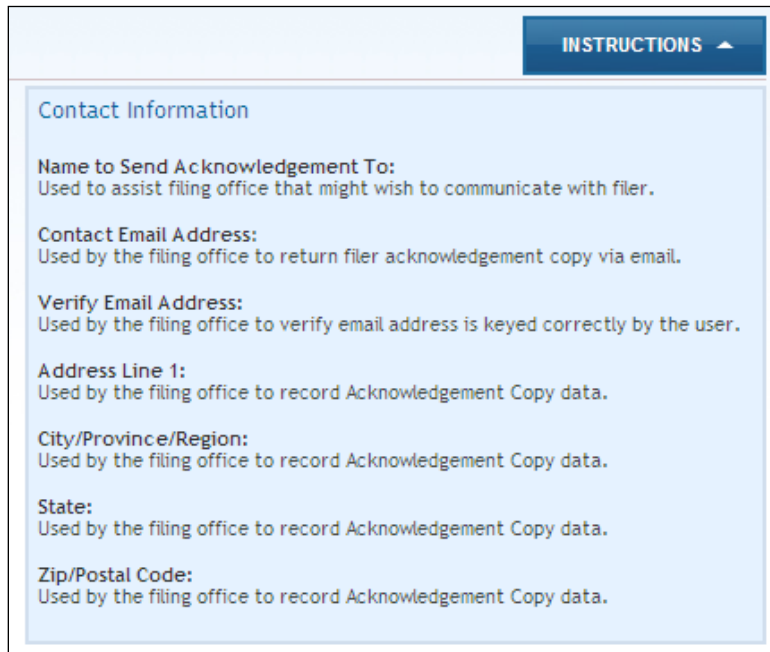
- Conduct all online government services 24/7 with the convenience of billing to one account - eliminate the need to enter credit card and billing information for each transaction.
- The annual SC.Gov subscription fee allows account holders to access any of the SC.Gov subscriber services.
- Individual usernames and passwords for up to 10 people in your organization, with the ability to add more for an added fee.
- SC.gov customer/technical support by phone, email, or live chat.

You may register online; however, your registration will not be approved until we receive your completed South Carolina Interactive Subscriber Agreement. (If you register online, you do not have to complete page 3 of the agreement.) Please contact South Carolina Interactive, LLC, which manages the services for SC.Gov, at 803-771-0131 x101 or email [support@portal.sc.gov](mailto:support@portal.sc.gov).

## 3.0 – APPLICATION ELEMENTS

### 3.01 – INSTRUCTIONS

Page instructions can be viewed by clicking the Instructions button, located at the top left of the page. Instructions will appear below the Instruction button.



The screenshot shows a web interface with a blue header bar containing the text "INSTRUCTIONS" and a small upward-pointing arrow. Below the header is a light blue box titled "Contact Information". Inside this box, several fields are listed with their purposes:

- Name to Send Acknowledgement To:**  
Used to assist filing office that might wish to communicate with filer.
- Contact Email Address:**  
Used by the filing office to return filer acknowledgement copy via email.
- Verify Email Address:**  
Used by the filing office to verify email address is keyed correctly by the user.
- Address Line 1:**  
Used by the filing office to record Acknowledgement Copy data.
- City/Province/Region:**  
Used by the filing office to record Acknowledgement Copy data.
- State:**  
Used by the filing office to record Acknowledgement Copy data.
- Zip/Postal Code:**  
Used by the filing office to record Acknowledgement Copy data.

Click the Instruction button again, to remove the page instructions from displaying on the page.

### 3.02 – PROGRESS INDICATOR

During the filing process, each page displays a progress indicator. The progress indicator provides the user with a visual representation of where they are in the filing process. The current step is highlighted.



The screenshot shows a horizontal progress indicator with a series of steps: HOME, MAIN MENU, CONTACT, DEBTOR, SECURED PARTY, COLLATERAL, ADDITIONAL, SUMMARY, PAYMENT, and PAYMENT SUCCESSFUL. Each step is contained within a light blue box with a right-pointing arrow. The "DEBTOR" step is highlighted with a darker blue background, indicating the current step in the process.

## 4.0 – SUBSCRIBER LOGIN

This page allows an authorized user to login. You do not need to be a subscriber to use the UCC Online system.

**UCC Online**  
Uniform Commercial Code  
ELECTRONIC FILING, SEARCH & RETRIEVAL

IN PARTNERSHIP WITH  
**SC.GOV**

South Carolina Secretary of State's Office  
**Mark Hammond**

**Please Login**

\* User Name

\* Password  [Forgot your password?](#)

**LOGIN**

**Contact Information**

For technical questions concerning this application, contact:  
South Carolina Interactive  
Email: [support@portal.sc.gov](mailto:support@portal.sc.gov)  
Phone: 866.340.7105 during the hours of 8 a.m. - 5 p.m., Monday through Friday

For UCC filing questions, please contact:  
South Carolina Secretary of State's Office  
Email: [ucc@sos.sc.gov](mailto:ucc@sos.sc.gov)  
Web Site: [Secretary of State's Office](http://SecretaryofState'sOffice)

## 5.0 – MAIN MENU

This page provides the user with options to file a UCC-1, UCC-3, UCC-5 or In Lieu of Continuation as well as options to search filings by name or filing number. Please note the disclaimer box at the bottom of this page. All users should read and pay special attention to this disclaimer statement.

**Main Menu**

**UCC Filings**  
Save Time - File Online!  
Online filers will receive an electronic acknowledgement copy of their filing.

- [UCC-1 Start a New Filing](#)
- [UCC-3 Termination](#)
- [UCC-3 Continuation](#)
- [UCC-3 Assignment](#)
- [UCC-3 Amendment](#)
- [UCC-5 Statement Of Claim](#)
- [In Lieu of Continuation](#)

**UCC Search and Retrieval**  
View/print up to the minute records of UCC filings recorded with the SC Secretary of State's Office.

- [Name Search](#)
- [Filing Number Search](#)

**Disclaimer**  
Information on this Web site is collected, maintained, and provided for the convenience of the user. While the Secretary of State's Office strives to keep such information accurate and updated, the Secretary of State's Office does not certify the authenticity of information contained herein as it originates from third parties. The Secretary of State's Office shall under no circumstances be liable for any actions taken or omissions made from reliance upon any information contained herein regardless of the source.

**Notice: Protect Your Social Security Number**

Most documents maintained by the Secretary of State's Office are public records subject to disclosure. Filings may be viewed by the public and requested copies may also be made available.

Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing.

**Filing Options**

**Search Options**

**Disclaimer**

To begin using the UCC Online system, select one of the UCC Filing or UCC Search and Retrieval options.

The [UCC-1, Start a New Filing](#) and [In Lieu of Continuation](#) URLs allow you to start the process to file a new initial financing statement or In Lieu of Continuation financing statement.

The [UCC-3, Amendment](#), [UCC-3, Termination](#), [UCC-3, Assignment](#) and [UCC-3, Continuation](#) URLs allow you to start the process to file an amendment to an initial financing statement.

The [UCC-5, Statement of Claim](#) URL allows you to start the process to file a correction to an initial financing statement.

The [Name Search](#) URL allows you to search active filings by debtor or secured party name.

The [Filing Number Search](#) URL allows you to search active filings by filing number.

## 6.0 – UCC-1, START A NEW FILING

This option is used to file the initial security interest.

The UCC-1 financing statement filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

### 6.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Send Acknowledgement To (Name)
  - \*Contact Email Address
  - \*Verify Contact Email Address
  - \*Address Line 1
  - \*City/Province/Region
  - \*State (dropdown menu)
  - \*Zip/Postal Code
  - \*Country (dropdown menu)
- INSTRUCTIONS:** A dropdown menu in the top right corner.
- PAGE INSTRUCTIONS:** A box with an arrow pointing to the INSTRUCTIONS dropdown.
- Buttons:** CANCEL, BACK, and CONTINUE.



Once the form has been filled out, click the Continue button to move to the next step of the filing process.

## 6.02 – DEBTOR INFORMATION

The Debtor screen is used to allow for the entry of any number of debtors. When the screen is first displayed, the user can select whether the debtor is an individual or an organization. Any fields that should not be provided on the basis of the debtor type will be grayed out.

Information provided on this page is the same information provided in Boxes 1 and 2 of the UCC-1 form and Box 11 of the UCC-1Ad form. Enter only one debtor name in the Organization Name or Individual Name fields per page. If you have more than one debtor to provide, select the ADD ANOTHER DEBTOR button after you are done providing the information for the current debtor. If you do not have an additional debtor to add or you are done entering additional debtors, click the Continue button to move to the next step of the filing process.

**Debtor** **INDIVIDUAL DEBTOR** **INSTRUCTIONS**

You must add at least one debtor before you can continue.

\* Debtor Type: ☐ Organization ☒ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State: SELECT STATE

\*Zip/Postal Code

\*Country: United States

\*Organization Type:

If Other:

\*Organization Jurisdiction: South Carolina

Organizational ID

**REQUIRED FIELDS**

**SELECT TO ADD ADDITIONAL DEBTORS** **ADD ANOTHER DEBTOR**

**SELECT IF REPORTING ONLY ONE DEBTOR** **BACK** **CONTINUE**

**CANCEL**

If the Debtor Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Debtor**

**ORGANIZATION DEBTOR**

**INSTRUCTIONS**

You must add at least one debtor before you can continue.

\* Debtor Type: ☒ Organization ☐ Individual

**PAGE INSTRUCTIONS**

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

SELECT STATE

\*Zip/Postal Code

\*Country

United States

\*Organization Type:

If Other:

\*Organization Jurisdiction:

Organizational ID

**REQUIRED FIELDS**

SELECT TO ADD ADDITIONAL DEBTORS

**ADD ANOTHER DEBTOR**

SELECT IF REPORTING ONLY ONE DEBTOR

**BACK** **CONTINUE**

**CANCEL**

If the Debtor Type is an organization, note that **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code**, **Country**, **Organization Type** and **Organization Jurisdiction** are all required fields.

The screenshot shows the 'Debtor' entry form. At the top, there is a 'Debtor LIST' table with columns for 'Debtor Type', 'Debtor Name', and 'Actions'. The first entry is 'Organization' with the name 'TEST DEBTOR. ORGANIZATION, LLP' and links for 'Edit' and 'Remove'. A red box highlights this table, and an arrow points to it with the text 'ALL DEBTORS ENTERED WILL DISPLAY IN THIS LIST'. Below the table, there are form fields for 'Debtor Type' (Organization/Individual), 'Organization Name', 'Individual First Name', 'Individual Middle Name', 'Individual Last Name', 'Individual Suffix', 'Address same as First Debtor Address' (checkbox), 'Address Line 1', 'Address Line 2', 'City/Province/Region', 'State' (dropdown), 'Zip/Postal Code', 'Country' (dropdown), 'Organization Type' (dropdown), 'If Other:', 'Organization Jurisdiction' (dropdown), and 'Organizational ID'. A red box highlights the 'Address same as First Debtor Address' checkbox, and an arrow points to it with the text 'CHECK THIS BOX TO COPY ADDRESS FROM FIRST DEBTOR'. At the bottom right is an 'ADD ANOTHER DEBTOR' button. At the bottom left are 'CANCEL', 'BACK', and 'CONTINUE' buttons.

Debtor Type	Debtor Name	Actions
Organization	TEST DEBTOR. ORGANIZATION, LLP	<a href="#">Edit</a> <a href="#">Remove</a>

Debtor Type: ☐ Organization ☒ Individual

\*Organization Name:

\*Individual First Name:

Individual Middle Name:

\*Individual Last Name:

Individual Suffix:

Address same as First Debtor Address: ☐

\*Address Line 1:

Address Line 2:

\*City/Province/Region:

\*State:

\*Zip/Postal Code:

\*Country:

\*Organization Type:

If Other:

\*Organization Jurisdiction:

Organizational ID:

ADD ANOTHER DEBTOR

CANCEL BACK CONTINUE

If more than one debtor is entered, each debtor name provided by the user is displayed at the top of the page. If the user determines that information for the debtor is incorrect, the user can easily edit or remove the debtor by selecting the appropriate link.

In order to make online filing as efficient as possible, additional debtors have an option to allow the user to use the same debtor address as the first debtor. By checking the “Address same as First Debtor Address” checkbox, the Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as the first debtor.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

## 6.03 – SECURED PARTY INFORMATION

The Secured Party screen is used to allow for the entry of any number of secured party(s). Like the debtor screen, the user can select whether the secured party is an individual or an organization. Any fields that should not be provided on the basis of the secured party type will be grayed out.

Information provided on this page is the same information provided in Box 3 of the UCC-1 form and Box 12 of the UCC-1Ad form. Enter only one secured party name in the Organization Name or Individual Name fields per page. If you have more than one secured party to provide, select the ADD ANOTHER SECURED PARTY button after you are done providing the

information for the current secured party. If you do not have an additional secured party to add or you are done entering additional secured party(s), click the Continue button to move to the next step of the filing process.

The screenshot shows the 'INDIVIDUAL SECURED PARTY' form. At the top, it says 'Secured Party' and 'INDIVIDUAL SECURED PARTY'. A red box highlights the 'Individual' radio button under 'Secured Party Type'. A 'REQUIRED FIELDS' box points to the 'Individual First Name', 'Individual Last Name', 'Address Line 1', 'City/Province/Region', 'State', 'Zip/Postal Code', and 'Country' fields. A 'SELECT "YES" TO USE ADDRESS PROVIDED IN CONTACT INFORMATION' box points to the 'Yes' radio button for 'Secured Party Address is the same as Contact Information'. A 'CLICK TO ADD ADDITIONAL SECURED PARTIES' box points to the 'ADD ANOTHER SECURED PARTY' button. Other buttons include 'CANCEL', 'BACK', 'CONTINUE', and 'INSTRUCTIONS'.

If the Secured Party Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'ORGANIZATION SECURED PARTY' form. At the top, it says 'Secured Party' and 'ORGANIZATION SECURED PARTY'. A red box highlights the 'Organization' radio button under 'Secured Party Type'. A 'REQUIRED FIELDS' box points to the 'Organization Name', 'Address Line 1', 'City/Province/Region', 'State', 'Zip/Postal Code', and 'Country' fields. A 'SELECT "YES" TO USE ADDRESS PROVIDED IN CONTACT INFORMATION' box points to the 'No' radio button for 'Secured Party Address is the same as Contact Information'. A 'CLICK TO ADD ADDITIONAL SECURED PARTIES' box points to the 'ADD ANOTHER SECURED PARTY' button. Other buttons include 'CANCEL', 'BACK', 'CONTINUE', and 'INSTRUCTIONS'.

If the Secured Party Type is an organization, note that **Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, and Country** are all required fields.

The screenshot shows the 'Secured Party' form. At the top, there is a 'Secured Party List' table with columns for 'Secured Party Type', 'Secured Party Name', and 'Actions'. The table contains one entry: 'Organization' with the name 'TEST SECURED PARTY' and 'Edit' and 'Remove' links. Below the table, there are input fields for 'Secured Party Type' (radio buttons for 'Organization' and 'Individual'), 'Type' (radio buttons for 'Additional Secured Party' and 'Assignor Secured Party'), and various address fields: 'Organization Name', 'Individual First Name', 'Individual Middle Name', 'Individual Last Name', 'Individual Suffix', 'Address Line 1', 'Address Line 2', 'City/Province/Region', 'State' (a dropdown menu), 'Zip/Postal Code', and 'Country' (a dropdown menu). There are also checkboxes for 'Secured Party Address is the same as Contact Information' (Yes/No) and a 'CANCEL' button. At the bottom right, there are 'BACK' and 'CONTINUE' buttons. Two callout boxes provide instructions: 'ALL SECURED PARTY(S) ENTERED WILL DISPLAY IN THIS LIST' and 'YOU MUST SELECT WHETHER PARTY IS AN ADDITIONAL OR ASSIGNOR SECURED PARTY'.

Secured Party Type	Secured Party Name	Actions
Organization	TEST SECURED PARTY	<a href="#">Edit</a> <a href="#">Remove</a>

\*Secured Party Type: ☒ Organization ☐ Individual

\*Type: ☐ Additional Secured Party ☐ Assignor Secured Party

\*Organization Name:

\*Individual First Name:

Individual Middle Name:

\*Individual Last Name:

Individual Suffix:

Secured Party Address is the same as Contact Information: ☐ Yes ☒ No

\*Address Line 1:

Address Line 2:

\*City/Province/Region:

\*State:

\*Zip/Postal Code:

\*Country:

[ADD ANOTHER SECURED PARTY](#)

[CANCEL](#) [BACK](#) [CONTINUE](#)

If more than one secured party is entered, each secured party name provided by the user is displayed at the top of the page. If the user determines that information for the secured party is incorrect, the user can easily edit or remove the secured party by selecting the appropriate link.

In order to make online filing as efficient as possible, additional secured parties have an option to allow the user to use the same address as provided on the Contact Information page (see 6.01). By selecting “Yes” for “Secured Party Address is the same as Contact Information” Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as provided by the user on the Contact Information page.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

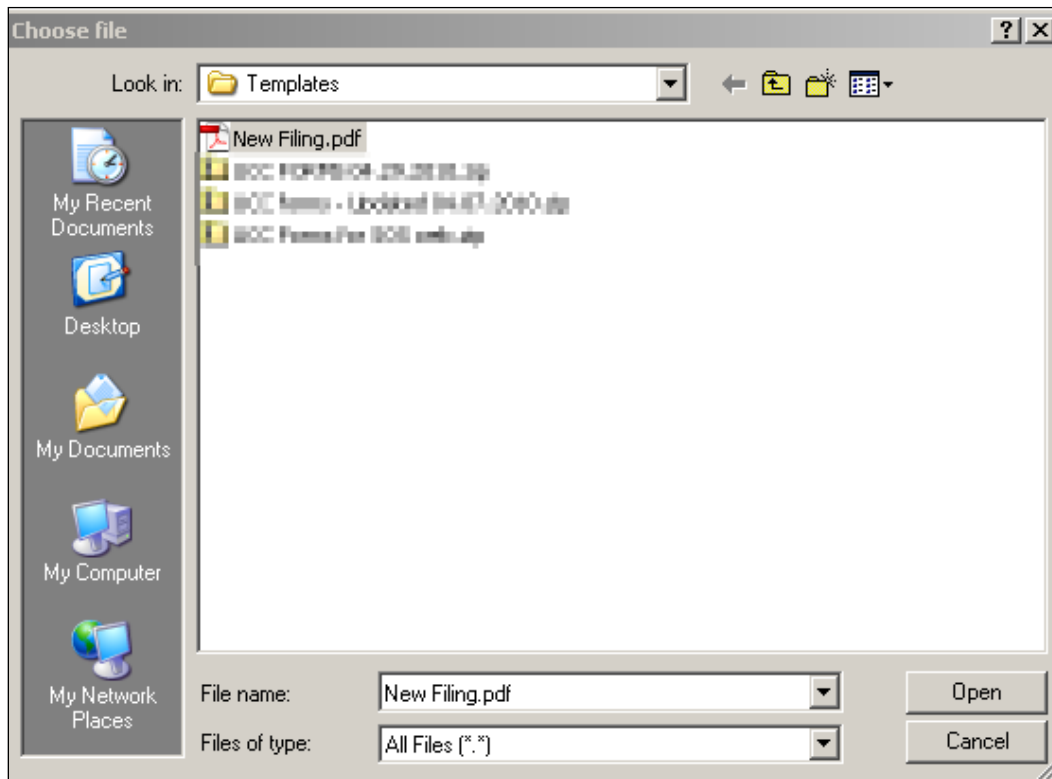
## 6.04 – COLLATERAL INFORMATION

This page allows for the entry or upload of collateral used for security by the secured party(s). The user may type collateral information, paste from text composed in a word processing software (i.e., Word, WordPerfect, Notepad, and WordPad) or upload a file that is in either PDF or TIFF file format.

The screenshot shows the 'Collateral' page in the UCC Online Electronic Filing system. At the top, there's a 'PAGE INSTRUCTIONS' tab and an 'INSTRUCTIONS' dropdown menu. Below this, a blue information bar states: 'SOS is not responsible for the correctness or acceptability of listed collateral. Burden is on the Filer to ensure acceptable collateral is listed (tangible assets).' A red box highlights a large text area for 'TYPE OR COPY & PASTE TEXT HERE'. To the right of this area is a button labeled 'UPLOAD PDF OR TIFF DOCUMENT'. Below the text area is a file upload section with a 'Browse...' button and an 'UPLOAD' button. A red box highlights the 'UPLOAD' button. Below the upload section, there are two buttons: 'SELECT TO ADD ADDITIONAL COLLATERAL' and 'ADD ANOTHER COLLATERAL'. At the bottom, there are 'CANCEL', 'BACK', and 'CONTINUE' buttons. A red box highlights the 'CONTINUE' button. A note at the bottom of the upload section states: 'The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.'

Information provided on this page is the same information provided in Box 4 of the UCC-1 form and Box 16 of the UCC-1Ad form

To upload collateral, select the Browse... button and locate the file on your computer you wish to upload and attach to the filing.



Once the file is located, select the file and the click the Open button.

Upload Collateral

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

The file you selected will display in the Upload Collateral box. Click the UPLOAD button.

**Collateral**

COLLATERAL UPLOADED FILE(S)	
File Name	Actions
starsman.pdf	<a href="#">Remove</a>

SOS is not responsible for the correctness or acceptability of listed collateral. Burden is on the Filer to ensure acceptable collateral is listed (tangible assets).

\*The Financing Statement covers the following collateral:

Upload Collateral

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

ALL COLLATERAL ENTERED WILL DISPLAY IN THIS LIST

If more than one file is uploaded or typed, each collateral entry provided by the user is displayed at the top of the page. If the user determines that information or file associated with the collateral is incorrect, the user can easily edit or remove the collateral by selecting the appropriate link.

**Note:** Uploading one or more files will increase the number of pages in your submission.

Once you have finished entering collateral, click the Continue button to move to the next step of the filing process.

## 6.05 – ADDITIONAL INFORMATION

The Additional Information screen is used capture any Alternative Designation [UCC-1 form, Box 5], This Financing Statement covers [UCC-1Ad form, Box 13], Debtor is a: [UCC-1Ad form, Box 18], Other: [if applicable], Optional Filer Reference Data [UCC-1 form, Box 8], and Upload additional information.

**Additional** PAGE INSTRUCTIONS INSTRUCTIONS

**\*Alternative Designation:[if applicable]**

- ☒ N/A (none)
- ☐ Lessee/Lessor
- ☐ Consignee/Consignor
- ☐ Bailee/Bailor
- ☐ Seller/Buyer
- ☐ AG Lien
- ☐ Non-UCC Filing

← **ALTERNATE DESIGNATION [UCC-1, BOX 5]**

**\*This Financing Statement covers:[if applicable]**

- ☒ N/A (none)
- ☐ Timber to be cut
- ☐ Timber as extracted collateral
- ☐ Timber filed as fixture filing

← **FINANCING STATEMENT COVERS [UCC-1Ad, BOX 13]**

**\*Debtor is a:[if applicable]**

- ☒ N/A (none)
- ☐ Trust
- ☐ Trustee acting with respect to property held in trust
- ☐ Decedent's Estate

← **DEBTOR IS: [UCC-1Ad, BOX 17]**

**\*Other:[if applicable]**

- ☒ N/A (none)
- ☐ Debtor is a TRANSMITTING UTILITY
- ☐ Filed in connection with a Manufactured Home Transaction -- effective 30 years
- ☐ Filed in connection with a Public-Finance Transaction -- effective 30 years

← **OTHER IF APPLICABLE: [UCC-1Ad, BOX 18]**

Optional Filer Reference Data:

USE TO ADD ANY ADDITIONAL DOCUMENTATION

Upload additional information:

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

The default value selected for each of these categories is N/A. To change, the user simply clicks the selection that is applicable to the filing.

Once you have finished entering additional information, click the Continue button to move to the next step of the filing process.

## 6.06 – REAL ESTATE INFORMATION

The Real Estate Information screen is used capture the description of the real estate and the name and address of a record owner of the real estate described. This screen can be used to report one or multiple real estate descriptions.

This screen only displays if the user selects an option other than “N/A” in the “This Financing Statement Covers: [if applicable]” display in the previous step (item 6.05).

Information provided on this page is the same information provided in Boxes 14 and 15 of the UCC-1Ad form. Enter only one real estate description per page. If you have more than one real estate description to add, select the ADD ANOTHER RECORD OWNER button. If you do not have additional record owners to add or you are done entering additional record owners, click the CONTINUE button to move to the next step of a filing.



The screenshot shows the 'Real Estate' form. A red box highlights the 'Record Owner Type' section with radio buttons for 'N/A', 'Organization', and 'Individual'. An arrow points from the 'Organization' option to a callout box: 'USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]'. Another arrow points from the 'Description of Real Estate' text area to a callout box: 'USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]'. At the bottom, a box says 'SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED' with arrows pointing to 'BACK' and 'CONTINUE' buttons. A 'CANCEL' button is on the left, and an 'ADD ANOTHER RECORD OWNER' button is on the right.

If the Record Owner type is *N/A*, then all of the name and address fields are grayed out and this information is not required.

The screenshot shows the 'Real Estate' form with the title 'ORGANIZATION RECORD OWNER'. A red box highlights the 'Record Owner Type' section with radio buttons for 'N/A', 'Organization', and 'Individual'. An arrow points from the 'Organization' option to a callout box: 'USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]'. Another arrow points from the 'Description of Real Estate' text area to a callout box: 'USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]'. A 'REQUIRED FIELDS' box has arrows pointing to the 'Organization Name', 'Address Line 1', 'City/Province/Region', 'State', 'Zip/Postal Code', and 'Country' fields. At the bottom, a box says 'SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED' with arrows pointing to 'BACK' and 'CONTINUE' buttons. A 'CANCEL' button is on the left, and an 'ADD ANOTHER RECORD OWNER' button is on the right.

If the Record Owner type is *organization*, then **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Real Estate** **INDIVIDUAL RECORD OWNER** PAGE INSTRUCTIONS INSTRUCTIONS

\*Description of Real Estate:

\*Record Owner Type: ☐ N/A ☐ Organization ☒ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

\*Zip/Postal Code

\*Country

USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]

USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]

REQUIRED FIELDS

SELECT TO ADD ANOTHER RECORD OWNER

ADD ANOTHER RECORD OWNER

CANCEL

SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED

BACK CONTINUE

If the Record Owner type is *individual*, then **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Real Estate** INSTRUCTIONS

Record Owner Name	Real Estate Description	Actions
	Test real estate information	<a href="#">Edit</a> <a href="#">Remove</a>

\*Description of Real Estate:

\*Record Owner Type: ☒ N/A ☐ Organization ☐ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

ADD ANOTHER RECORD OWNER

CANCEL

BACK CONTINUE

ALL REAL ESTATE DESCRIPTIONS PROVIDED DISPLAY IN THIS LIST

If more than one real estate description is entered, each real estate description provided by the user is displayed at the top of the page. If the user determines that information provided for the real estate description is incorrect, the user can easily edit or remove the description by selecting the appropriate link.

Once you have finished entering real estate information, click the CONTINUE button to move to the next step of the filing process.

## 6.07 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

The screenshot displays the 'Filing Summary' page, which includes a warning message: 'Your UCC Filing is not yet complete. Please review the information below for accuracy.' The page is organized into five main sections, each with an 'EDIT' button:

- CONTACT INFORMATION**: Includes fields for Business Name (JOHN Q. FILER), Contact Address (111 Nowhere Lane, COLUMBIA, SC 29201, Country: US), Contact Name, Contact Phone, Contact Phone Extension, and Contact Email Address (nancy@portal.sc.gov). The 'EDIT CONTACT' button is highlighted.
- DEBTOR INFORMATION**: Includes fields for Debtor Type (Organization), Organization Name (TEST DEBTOR ORGANIZATION, LLP), Address (111 Test Street, COLUMBIA, SC 29201, Country: US), Organization Type (LLC), and Organization Type (SC). The 'EDIT DEBTOR(S)' button is highlighted.
- SECURED PARTY INFORMATION**: Includes fields for Secured Party Type (Organization), Organization Name (TEST ORGANIZATION SECURED PARTY), and Address (111 Nowhere Lane, COLUMBIA, SC 29201, Country: US). The 'EDIT SECURED PARTY(S)' button is highlighted.
- COLLATERAL INFORMATION**: Includes a section for 'The Financing Statement covers the following collateral:' and a 'File(s) Attached:' section with 'starsman.pdf'. The 'EDIT COLLATERAL(S)' button is highlighted.
- ADDITIONAL INFORMATION**: Includes fields for Alternative Designation (N/A), Debtor is a (N/A), The Financing Statement covers (Timber to be cut), and Other (N/A). The 'EDIT INFORMATION' button is highlighted.

A callout box labeled 'EDIT BUTTONS' points to the five highlighted edit buttons.

**REAL ESTATE INFORMATION**

[EDIT REAL ESTATE](#)

Description of Real Estate: Test real estate information

**ITEMS SELECTED FOR PURCHASE**

ITEM	# of Pages	PRICE
UCC Filing Fee	25	\$32.00
Electronic Filing Charge	1	\$8.00
<b>Total Amount to be Charged:</b>		<b>\$40.00</b>

**ORDER SUMMARY & FILING FEE**

**Please Confirm**

☐ I have verified that all of the above information is correct and complete.

**VERIFICATION THAT THE FILING INFORMATION HAS BEEN REVIEWED AND IS CORRECT**

[SELECT TO CONTINUE FILING](#) [BACK](#) [CONTINUE](#)

[CANCEL](#)

If all of the information in the filing summary is correct, check to confirmation box and then select the CONTINUE button to move to the next step of the filing process.

## 6.08 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

**Payment**

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$40.00

**Billing Address**

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

\*Zip/Postal Code

\*Country

**Credit Card Information**

\*Cardholder Name

\*Card Type

☐ VISA Visa

☐ MasterCard MasterCard

☐ DISCOVER Discover

☐ AMERICAN EXPRESS American Express

\*Card Number

\*Expiration Date

\*Card Verification Number

VISA & MASTERCARD:  3-digit code

AMERICAN EXPRESS:  4-digit code

[CANCEL](#) [SUBMIT PAYMENT & FILING](#) [BACK](#) [PAY NOW](#)

## SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

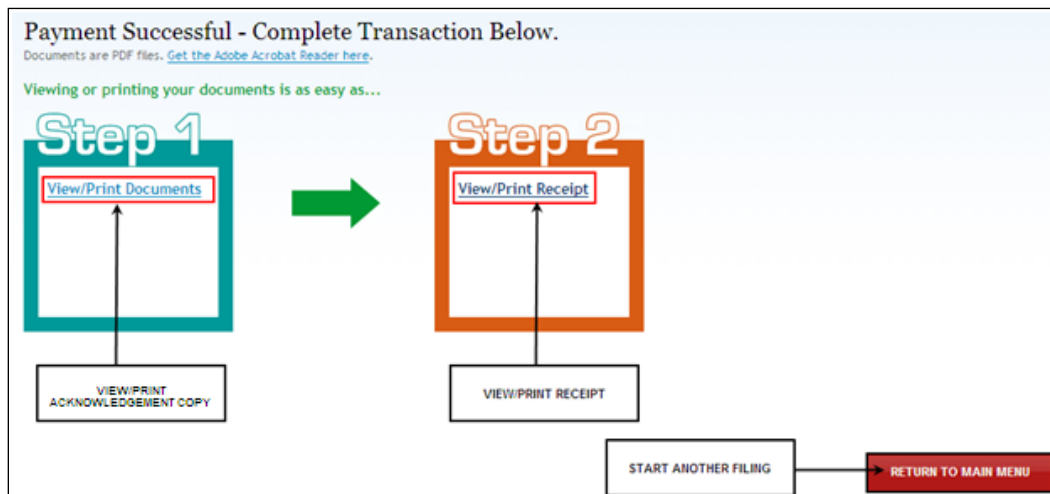
The screenshot shows a 'Payment' screen with a light blue header. Below the header is a message box: 'Your UCC Filing is not yet complete. Please review the information below for accuracy. Your subscriber account will reflect that the charge was made by South Carolina Interactive.' Below this is a grey bar with the text 'Total Amount to be Charged: \$40.00'. To the right of this bar is a box labeled 'AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT'. Below the grey bar is a section with the following text: 'Subscriber Account Name: Subscription Testing', 'Subscriber Account Organization Name: Subscription Testing', and 'Subscriber Customer ID: 100633'. To the right of this text is a box labeled 'SUBMIT FOR BILLING & FILING'. At the bottom of the screen are three buttons: 'CANCEL' (red), 'BACK' (blue), and 'BILL ACCOUNT' (blue). An arrow points from the 'BILL ACCOUNT' button to the 'SUBMIT FOR BILLING & FILING' box.

## 6.09 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.


This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



## SAMPLE RECEIPT

### Receipt

TRANSACTION HISTORY	
Acknowledge Copy To	JOHN Q. FILER
Email Address	
Card Type	Visa *1111
Name on Card	JOHN Q. FILER
TPE Order ID Number	118074
File ID Number	110311-0902453
Transaction Date/Time	3/11/2011 9:01 AM

 Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED	
Item	Price
UCC Filing Fee	\$32.00
Electronic Filing Charge	\$8.00
<b>Total Amount Charged</b>	<b>\$40.00</b>

BACK

Print Receipt

PRINT RECEIPT

SAMPLE ACKNOWLEDGEMENT COPY

<div style="background-color: black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto;"></div>	<b>UCC-1</b>	<p><b>FOLLOW INSTRUCTIONS (front and back) CAREFULLY</b></p> <div style="border: 1px solid black; padding: 5px;"><p><b>A. NAME &amp; PHONE OF CONTACT AT FILER (optional)</b></p><p><b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b></p><p>JOHN Q. FILER 111 Nowhere Lane  COLUMBIA, SC 29201</p></div> <div style="float: right; text-align: right; font-size: small;"><p><b>SOUTH CAROLINA SEC. OF STATE</b> 110311-0902453 NS Lapse Date: 03/11/2011</p><p>Date: 3/11/2011 Time: 9:01 AM Page Count: 25 Pg Debtor Count: 1 Filing Fees: \$32.00 Electronic Filing Access: \$8.00 Total: \$40.00 Order ID# 118074</p></div> <p style="text-align: center; font-weight: bold; font-size: small;">THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY</p>
<p><b>1. DEBTOR'S EXACT FULL LEGAL NAME - Insert only <u>one</u> debtor name (1a or 1b) - do not abbreviate or combine names</b></p> <p><input type="checkbox"/> 1a. ORGANIZATION'S NAME TEST DEBTOR ORGANIZATION, LLP</p> <p><input type="checkbox"/> 1b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX</p> <p>1c. MAILING ADDRESS CITY STATE POSTAL CODE COUNTRY 111 Test Street COLUMBIA SC 29201 US</p> <p>1d. TAX ID# (Organizations) ADDL INFO RE ORGANIZATION DEBTOR 1e. TYPE OF ORGANIZATION 1f. JURISDICTION OF ORGANIZATION 1g. ORGANIZATIONAL ID #, if any DO NOT USE DEBTOR LLC SC <input type="checkbox"/> NONE</p>		
<p><b>2. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME - Insert only <u>one</u> debtor name (2a or 2b) - do not abbreviate or combine names</b></p> <p><input type="checkbox"/> 2a. ORGANIZATION'S NAME</p> <p><input type="checkbox"/> 2b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX</p> <p>2c. MAILING ADDRESS CITY STATE POSTAL CODE COUNTRY</p> <p>2d. TAX ID# (Organizations) ADDL INFO RE ORGANIZATION DEBTOR 2e. TYPE OF ORG ANIZATION 2f. JURISDICTION OF ORGANIZATION 2g. ORGANIZATIONAL ID#, if any DO NOT USE DEBTOR <input type="checkbox"/> NONE</p>		
<p><b>3. SECURED PARTY'S NAME (or NAME of TOTAL ASSIGNEE of ASSIGNOR S/P) - Insert only <u>one</u> secured party name (3a or 3b)</b></p> <p><input type="checkbox"/> 3a. ORGANIZATION'S NAME Test Organization Secured Party</p> <p><input type="checkbox"/> 3b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX</p> <p>3c. MAILING ADDRESS CITY STATE POSTAL CODE COUNTRY 111 Nowhere Lane COLUMBIA SC 29201 US</p>		
<p><b>4. This FINANCING STATEMENT covers the following collateral:</b></p> <p style="text-align: center; font-size: small;">See attachment.</p>		
<p><b>5. ALTERNATIVE DESIGNATION (if applicable):</b> <input type="checkbox"/> LESSEE/LESSOR <input type="checkbox"/> CONSIGNEE/CONSIGNOR <input type="checkbox"/> BAILEE/BAILOR <input type="checkbox"/> SELLER/BUYER <input type="checkbox"/> AG LIEN <input type="checkbox"/> NON-UCC FILING</p> <p><b>6.</b> <input type="checkbox"/> This FINANCING STATEMENT is to be filed (for record) (or recorded) in the REAL ESTATE RECORDS. <input type="checkbox"/> Attach Addendum (if applicable) <b>7. Check to REQUEST SEARCH REPORT(S) on Debtor(s)</b> <input type="checkbox"/> NOT USED</p> <p><b>8. OPTIONAL FILER REFERENCE DATA</b></p>		
<p>SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (01/01/2011)</p>		

**UCC FINANCING STATEMENT ADDENDUM (UCC-1Ad)**

**FOLLOW INSTRUCTIONS (front and back) CAREFULLY**

**9. NAME OF FIRST DEBTOR (1a or 1b) ON RELATED FINANCING STATEMENT**

9a. ORGANIZATION'S NAME TEST DEBTOR ORGANIZATION, LLP		
OR	9b. INDIVIDUAL'S LAST NAME	FIRST NAME MIDDLE NAME, SUFFIX

**10. MISCELLANEOUS:**

SOUTH CAROLINA  
SEC. OF STATE  
110311-0902453 NS

Date:	3/11/2011
Time:	9:01 AM
Page Count:	25 Pg
Debtor Count:	1
Filing Fees:	\$32.00
Electronic Filing Access:	\$8.00
Total:	\$40.00
Order ID#	118074

**THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY**

**11. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME - insert only one name (11a or 11b) - do not abbreviate or combine names**

11a. ORGANIZATION'S NAME						
OR	11b. INDIVIDUAL'S LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX	
11c. MAILING ADDRESS			CITY	STATE	POSTAL CODE	COUNTRY
11d. TAX ID # - SSN OR EIN DO NOT PROVIDE	ADDL INFO RE ORGANIZATION DEBTOR	11e. TYPE OF ORGANIZATION	11f. JURISDICTION OF ORGANIZATION		11g. ORGANIZATIONAL ID #, if any <input type="checkbox"/> NONE	

**12. ADDITIONAL SECURED PARTY'S or ASSIGNOR S/P'S NAME - insert only one name (12a or 12b)**

12a. ORGANIZATION'S NAME						
OR	12b. INDIVIDUAL'S LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX	
12c. MAILING ADDRESS			CITY	STATE	POSTAL CODE	COUNTRY

13. This FINANCING STATEMENT covers ☒ tangible to be cut or ☐ all attached collateral, or is filed as a ☐ future filing.  
14. Description of real estate:  
Test real estate information

15. Name and address of a RECORD OWNER of above-described real estate  
(if Debtor does not have a record interest):

**16. Additional collateral description:**

17. Check only if applicable and check only one box.

Debtor is a ☐ Trust or ☐ Trustee acting with respect to property held in trust or ☐ Decedent's Estate

18. Check only if applicable and check only one box.

- ☐ Debtor is a TRANSMITTING UTILITY  
☐ Filed in connection with a Manufactured-Home Transaction — effective 30 years  
☐ Filed in connection with a Public-Finance Transaction — effective 30 years

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201

(01/01/2011)



## 7.0 – IN LIEU OF CONTINUATION FILING

This option is used to continue a financing statement that was previously filed at a county office rather than at the South Carolina Secretary of State's Office. The filing is good for five years.

The In Lieu of Continuation financing statement filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

### 7.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Send Acknowledgement To (Name)
  - \*Contact Email Address
  - \*Verify Contact Email Address
  - \*Address Line 1
  - \*City/Province/Region
  - \*State (dropdown menu)
  - \*Zip/Postal Code
  - \*Country (dropdown menu)
- INSTRUCTIONS:** A dropdown menu in the top right corner.
- PAGE INSTRUCTIONS:** A box with an arrow pointing to the INSTRUCTIONS dropdown.
- Buttons:** CANCEL, BACK, and CONTINUE.

Once the form has been filled out, click the Continue button to move to the next step of the filing process.

### 7.02 – DEBTOR INFORMATION

The Debtor screen is used to allow for the entry of any number of debtors. When the screen is first displayed, the user can select whether the debtor is an individual or an organization. Any fields that should not be provided on the basis of the debtor type will be grayed out.

Information provided on this page is the same information provided in Boxes 1 and 2 of the UCC-1 form and Box 11 of the UCC-1Ad form. Enter only one debtor name in the Organization Name or Individual Name fields per page. If

you have more than one debtor to provide, select the ADD ANOTHER DEBTOR button after you are done providing the information for the current debtor. If you do not have an additional debtor to add or you are done entering additional debtors, click the Continue button to move to the next step of the filing process.

**Debtor** **INDIVIDUAL DEBTOR** **INSTRUCTIONS**

You must add at least one debtor before you can continue.

\* Debtor Type: ☐ Organization ☒ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State: SELECT STATE

\*Zip/Postal Code

\*Country: United States

\*Organization Type:

If Other:

\*Organization Jurisdiction: South Carolina

Organizational ID

**REQUIRED FIELDS**

**SELECT TO ADD ADDITIONAL DEBTORS** **ADD ANOTHER DEBTOR**

**SELECT IF REPORTING ONLY ONE DEBTOR** **BACK** **CONTINUE**

**CANCEL**

If the Debtor Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Debtor**

**ORGANIZATION DEBTOR**

**INSTRUCTIONS** ▾

You must add at least one debtor before you can continue.

\* Debtor Type: ☒ Organization ☐ Individual

**REQUIRED FIELDS**

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State **SELECT STATE** ▾

\*Zip/Postal Code

\*Country United States ▾

\*Organization Type: ▾

If Other:

\*Organization Jurisdiction: ▾

Organizational ID

**CANCEL**

**SELECT TO ADD ADDITIONAL DEBTORS** → **ADD ANOTHER DEBTOR**

**SELECT IF REPORTING ONLY ONE DEBTOR** → **BACK** **CONTINUE**

If the Debtor Type is an organization, note that **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code**, **Country**, **Organization Type** and **Organization Jurisdiction** are all required fields.

The screenshot shows the 'Debtor' entry form. At the top, there is a 'Debtor' header and an 'INSTRUCTIONS' dropdown. Below this is a 'DEBTOR LIST' table with columns for 'Debtor Type', 'Debtor Name', and 'Actions'. The table contains one entry: 'Organization' with the name 'TEST DEBTOR. ORGANIZATION, LLP' and 'Edit' and 'Remove' links. A red box highlights the table header and the first row. An arrow points from a text box 'ALL DEBTORS ENTERED WILL DISPLAY IN THIS LIST' to the table. Below the table, there are form fields for 'Debtor Type' (Organization/Individual), 'Organization Name', 'Individual First Name', 'Individual Middle Name', 'Individual Last Name', 'Individual Suffix', 'Address same as First Debtor Address' (checkbox), 'Address Line 1', 'Address Line 2', 'City/Province/Region', 'State' (dropdown), 'Zip/Postal Code', 'Country' (dropdown), 'Organization Type', 'If Other:', 'Organization Jurisdiction', and 'Organizational ID'. A red box highlights the 'Address same as First Debtor Address' checkbox. An arrow points from a text box 'CHECK THIS BOX TO COPY ADDRESS FROM FIRST DEBTOR' to the checkbox. At the bottom, there are 'CANCEL', 'BACK', and 'CONTINUE' buttons, and an 'ADD ANOTHER DEBTOR' button.

Debtor Type	Debtor Name	Actions
Organization	TEST DEBTOR. ORGANIZATION, LLP	<a href="#">Edit</a> <a href="#">Remove</a>

Debtor Type: ☐ Organization ☒ Individual

\*Organization Name:

\*Individual First Name:

Individual Middle Name:

\*Individual Last Name:

Individual Suffix:

Address same as First Debtor Address: ☐

\*Address Line 1:

Address Line 2:

\*City/Province/Region:

\*State:

\*Zip/Postal Code:

\*Country:

\*Organization Type:

If Other:

\*Organization Jurisdiction:

Organizational ID:

[ADD ANOTHER DEBTOR](#)

[CANCEL](#) [BACK](#) [CONTINUE](#)

If more than one debtor is entered, each debtor name provided by the user is displayed at the top of the page. If the user determines that information for the debtor is incorrect, the user can easily edit or remove the debtor by selecting the appropriate link.

In order to make online filing as efficient as possible, additional debtors have an option to allow the user to use the same debtor address as the first debtor. By checking the “Address same as First Debtor Address” checkbox, the Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as the first debtor.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

### 7.03 – SECURED PARTY INFORMATION

The Secured Party screen is used to allow for the entry of any number of secured party(s). Like the debtor screen, the user can select whether the secured party is an individual or an organization. Any fields that should not be provided on the basis of the secured party type will be grayed out.

Information provided on this page is the same information provided in Box 3 of the UCC-1 form and Box 12 of the UCC-1Ad form. Enter only one secured party name in the Organization Name or Individual Name fields per page. If you have more than one secured party to provide, select the ADD ANOTHER SECURED PARTY button after you are done providing the information for the current secured party. If you do not have an additional secured party

to add or you are done entering additional secured party(s), click the Continue button to move to the next step of the filing process.

**Secured Party** **INDIVIDUAL SECURED PARTY** [INSTRUCTIONS](#)

You must add at least one secured party before you can continue.

\*Secured Party Type: ☐ Organization ☒ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

Secured Party Address is the same as Contact Information ☒ Yes ☐ No

\*Address Line 1 111 Nowhere Lane

Address Line 2

\*City/Province/Region COLUMBIA

\*State South Carolina

\*Zip/Postal Code 29201

\*Country United States

**REQUIRED FIELDS**

**SELECT "YES" TO USE ADDRESS PROVIDED IN CONTACT INFORMATION**

**CLICK TO ADD ADDITIONAL SECURED PARTIES**

**ADD ANOTHER SECURED PARTY**

**CLICK IF REPORTING ONLY ONE SECURED PARTY**

**CANCEL** **BACK** **CONTINUE**

If the Secured Party Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Secured Party** **ORGANIZATION SECURED PARTY** [INSTRUCTIONS](#)

You must add at least one secured party before you can continue.

\*Secured Party Type: ☒ Organization ☐ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

Secured Party Address is the same as Contact Information ☐ Yes ☒ No

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State SELECT STATE

\*Zip/Postal Code

\*Country United States

**REQUIRED FIELDS**

**SELECT "YES" TO USE ADDRESS PROVIDED IN CONTACT INFORMATION**

**CLICK TO ADD ADDITIONAL SECURED PARTIES**

**ADD ANOTHER SECURED PARTY**

**CLICK IF REPORTING ONLY ONE SECURED PARTY**

**CANCEL** **BACK** **CONTINUE**

If the Secured Party Type is an organization, note that **Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, and Country** are all required fields.

The screenshot shows the 'Secured Party' form. At the top, there is a 'Secured Party List' table with columns for 'Secured Party Type', 'Secured Party Name', and 'Actions'. The first entry is 'Organization' with the name 'TEST SECURED PARTY' and links for 'Edit' and 'Remove'. Below the table, there are radio buttons for 'Secured Party Type' (Organization, Individual) and 'Type' (Additional Secured Party, Assignor Secured Party). The 'Type' section is highlighted with a red box. To the right of the form, two callout boxes are present: 'ALL SECURED PARTY(S) ENTERED WILL DISPLAY IN THIS LIST' and 'YOU MUST SELECT WHETHER PARTY IS AN ADDITIONAL OR ASSIGNOR SECURED PARTY'. Below these are input fields for 'Organization Name', 'Individual First Name', 'Individual Middle Name', 'Individual Last Name', 'Individual Suffix', 'Secured Party Address is the same as Contact Information' (Yes/No), 'Address Line 1', 'Address Line 2', 'City/Province/Region', 'State' (a dropdown menu), 'Zip/Postal Code', and 'Country' (a dropdown menu). At the bottom right is a button 'ADD ANOTHER SECURED PARTY'. At the bottom left is a 'CANCEL' button, and at the bottom right are 'BACK' and 'CONTINUE' buttons.

If more than one secured party is entered, each secured party name provided by the user is displayed at the top of the page. If the user determines that information for the secured party is incorrect, the user can easily edit or remove the secured party by selecting the appropriate link.

In order to make online filing as efficient as possible, additional secured parties have an option to allow the user to use the same address as provided on the Contact Information page (see 6.01). By selecting “**Yes**” for “Secured Party Address is the same as Contact Information” Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as provided by the user on the Contact Information page.

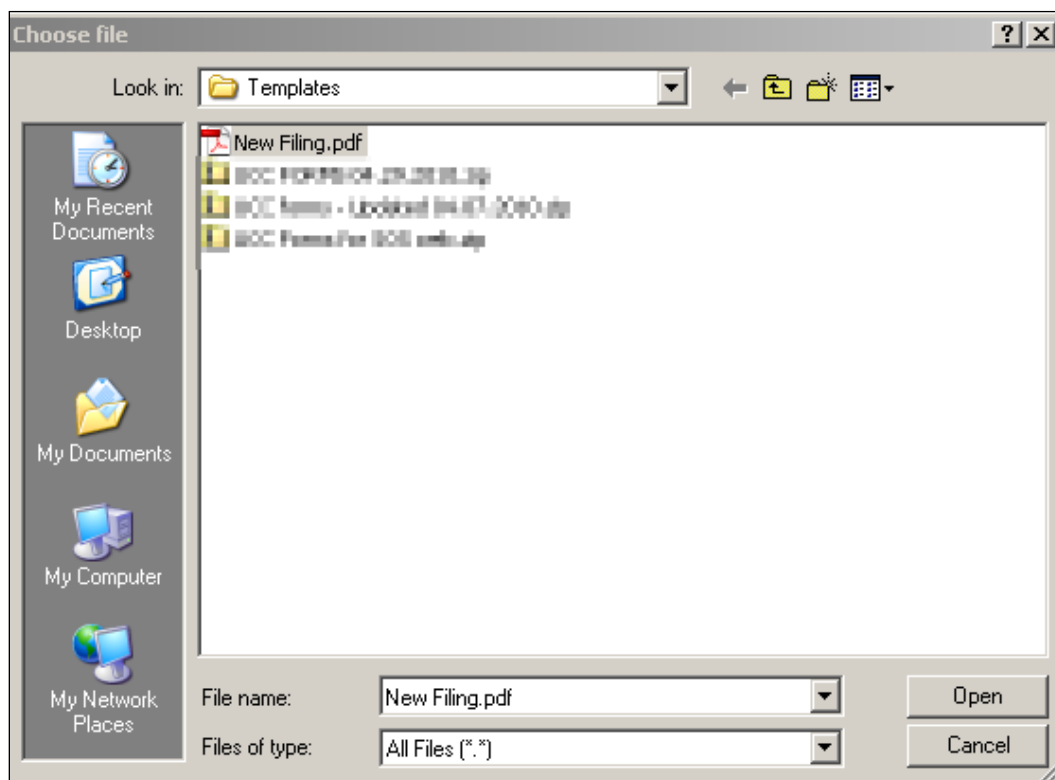
Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

## 7.04 – COLLATERAL INFORMATION

This page allows for the entry or upload of collateral used for security by the secured party(s). The user may type collateral information, paste from text composed in a word processing software (i.e., Word, WordPerfect, Notepad, and WordPad) or upload a file that is in either PDF or TIFF file format.

Information provided on this page is the same information provided in Box 4 of the UCC-1 form and Box 16 of the UCC-1Ad form

To upload collateral, select the Browse... button and locate the file on your computer you wish to upload and attach to the filing.



Once the file is located, select the file and the click the Open button.

Upload Collateral

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

The file you selected will display in the Upload Collateral box. Click the UPLOAD button.

**Collateral**

COLLATERAL UPLOADED FILE(S)	
File Name	Actions
starsman.pdf	<a href="#">Remove</a>

SOS is not responsible for the correctness or acceptability of listed collateral. Burden is on the Filer to ensure acceptable collateral is listed (tangible assets).

\*The Financing Statement covers the following collateral:

ALL COLLATERAL ENTERED WILL DISPLAY IN THIS LIST

Upload Collateral

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

If more than one file is uploaded or typed, each collateral entry provided by the user is displayed at the top of the page. If the user determines that information or file associated with the collateral is incorrect, the user can easily edit or remove the collateral by selecting the appropriate link.

**Note:** Uploading one or more files will increase the number of pages in your submission.

Once you have finished entering collateral, click the Continue button to move to the next step of the filing process.

## 7.05 – ADDITIONAL INFORMATION

The Additional Information screen is used capture any Alternative Designation [UCC-1 form, Box 5], This Financing Statement covers [UCC-1Ad form, Box 13], Debtor is a: [UCC-1Ad form, Box 18], Other: [if applicable], Optional Filer Reference Data [UCC-1 form, Box 8], and Upload additional information.



**Additional** PAGE INSTRUCTIONS INSTRUCTIONS

**\*Alternative Designation:[if applicable]**

- ☒ N/A (none)
- ☐ Lessee/Lessor
- ☐ Consignee/Consignor
- ☐ Bailee/Bailor
- ☐ Seller/Buyer
- ☐ AG Lien
- ☐ Non-UCC Filing

**\*This Financing Statement covers:[if applicable]**

- ☒ N/A (none)
- ☐ Timber to be cut
- ☐ Timber as extracted collateral
- ☐ Timber filed as fixture filing

**\*Debtor is a:[if applicable]**

- ☒ N/A (none)
- ☐ Trust
- ☐ Trustee acting with respect to property held in trust
- ☐ Decedent's Estate

**\*Other:[if applicable]**

- ☒ N/A (none)
- ☐ Debtor is a TRANSMITTING UTILITY
- ☐ Filed in connection with a Manufactured Home Transaction -- effective 30 years
- ☐ Filed in connection with a Public-Finance Transaction -- effective 30 years

Optional Filer Reference Data:

Upload additional information:

The file must be in PDF or TIFF format and cannot exceed 10 Megabytes. Adding a file will increase the number of pages in your submission.

USE TO ADD ANY ADDITIONAL DOCUMENTATION

ALTERNATE DESIGNATION [UCC-1, BOX 5]

FINANCING STATEMENT COVERS [UCC-1Ad, BOX 13]

DEBTOR IS: [UCC-1Ad, BOX 17]

OTHER IF APPLICABLE: [UCC-1Ad, BOX 18]

The default value selected for each of these categories is N/A. To change, the user simply clicks the selection that is applicable to the filing.

Once you have finished entering additional information, click the Continue button to move to the next step of the filing process.

## 7.06 – REAL ESTATE INFORMATION

The Real Estate Information screen is used capture the description of the real estate and the name and address of a record owner of the real estate described. This screen can be used to report one or multiple real estate descriptions.

This screen only displays if the user selects an option other than “N/A” in the “This Financing Statement Covers: [if applicable] display in the previous step (item 6.05).

Information provided on this page is the same information provided in Boxes 14 and 15 of the UCC-1Ad form. Enter only one real estate description per page. If you have more than one real estate description to add, select the ADD ANOTHER RECORD OWNER button. If you do not have additional record owners to add or you are done entering additional record owners, click the CONTINUE button to move to the next step of a filing.

The screenshot shows the 'Real Estate' form. A red box highlights the 'Record Owner Type' section with radio buttons for 'N/A', 'Organization', and 'Individual'. An arrow points from the 'Organization' option to a box labeled 'USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]'. Another red box highlights the 'Description of Real Estate' text area, with an arrow pointing to a box labeled 'USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]'. At the bottom, a box labeled 'SELECT TO ADD ANOTHER RECORD OWNER' points to an 'ADD ANOTHER RECORD OWNER' button. A 'SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED' box points to 'BACK' and 'CONTINUE' buttons. A 'CANCEL' button is at the bottom left.

If the Record Owner type is *N/A*, then all of the name and address fields are grayed out and this information is not required.

The screenshot shows the 'Real Estate' form with the title 'ORGANIZATION RECORD OWNER'. A red box highlights the 'Record Owner Type' section with radio buttons for 'N/A', 'Organization', and 'Individual'. An arrow points from the 'Organization' option to a box labeled 'USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]'. Another red box highlights the 'Description of Real Estate' text area, with an arrow pointing to a box labeled 'USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]'. A 'REQUIRED FIELDS' box has arrows pointing to the 'Organization Name', 'Address Line 1', 'City/Province/Region', 'State', 'Zip/Postal Code', and 'Country' fields. A box labeled 'SELECT TO ADD ANOTHER RECORD OWNER' points to an 'ADD ANOTHER RECORD OWNER' button. A 'SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED' box points to 'BACK' and 'CONTINUE' buttons. A 'CANCEL' button is at the bottom left.

If the Record Owner type is *organization*, then **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Real Estate** **INDIVIDUAL RECORD OWNER** PAGE INSTRUCTIONS INSTRUCTIONS

\*Description of Real Estate:

USE TO DESCRIBE REAL ESTATE [UCC-1Ad, BOX 14]

\*Record Owner Type: ☐ N/A ☐ Organization ☒ Individual

USE TO REPORT RECORD OWNER TYPE [UCC-1Ad, BOX 15]

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

\*Zip/Postal Code

\*Country

REQUIRED FIELDS

SELECT TO ADD ANOTHER RECORD OWNER

ADD ANOTHER RECORD OWNER

CANCEL

SELECT AFTER LAST RECORD OWNER HAS BEEN REPORTED

BACK CONTINUE

If the Record Owner type is *individual*, then **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

**Real Estate** INSTRUCTIONS

Record Owner Name	Real Estate Description	Actions
Test real estate information		<a href="#">Edit</a> <a href="#">Remove</a>

\*Description of Real Estate:

ALL REAL ESTATE DESCRIPTIONS PROVIDED DISPLAY IN THIS LIST

\*Record Owner Type: ☒ N/A ☐ Organization ☐ Individual

\*Organization Name

\*Individual First Name

Individual Middle Name

\*Individual Last Name

Individual Suffix

ADD ANOTHER RECORD OWNER

CANCEL

BACK CONTINUE

If more than one real estate description is entered, each real estate description provided by the user is displayed at the top of the page. If the user determines that information provided for the real estate description is incorrect, the user can easily edit or remove the description by selecting the appropriate link.

Once you have finished entering real estate information, click the CONTINUE button to move to the next step of the filing process.

## 7.07 – IN LIEU OF CONTINUATION INFORMATION

The In Lieu of Continuation screen is used to allow the user to provide information of the original file date, filing office and filing number of a record that was previously filed at a county office.

nbssubscriber [Sign Out]

**In Lieu Additional**

\*Original File Date  (mm/dd/yyyy)

\*Original File Number

\*Original Filing Office

\*County

**CANCEL** **BACK** **CONTINUE**

SELECT TO CONTINUE WITH THE FILING

All fields on this screen are required. Once you have finished entering in the original filing information, click the CONTINUE button to move to the next step of the filing process.

## 7.08 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

**Filing Summary**

Your In Lieu Of Continuation Filing is not yet complete. Please review the information below for accuracy.

**CONTACT INFORMATION**

**EDIT CONTACT**

Business Name: JOHN Q. FILER

Contact Address: 111 Nowhere Lane  
COLUMBIA, SC 29201  
Country: US

Contact Name:

Contact Phone:

Contact Phone Extension:

Contact Email Address: nancy@portal.sc.gov

**DEBTOR INFORMATION**

**EDIT DEBTOR(S)**

Debtor Type: Individual

Individual Name: DEBTOR, TEST

Address: 111 Test Street  
COLUMBIA, SC 29201  
Country: US

**EDIT BUTTONS**

**SECURED PARTY INFORMATION** [EDIT SECURED PARTY\(S\)](#)

Secured Party Type: Organization  
Organization Name: TEST SECURED PARTY  
Address: 111 Nowhere Lane  
COLUMBIA, SC 29201  
Country: US

**COLLATERAL INFORMATION** [EDIT COLLATERAL\(S\)](#)

The Financing Statement covers the following collateral:  
COLLATERAL INFORMATION IS PROVIDED HERE

**IN LIEU ADDITIONAL INFORMATION** [EDIT IN LIEU INFORMATION](#)

Original File Date: 1/26/2008  
Original File Number: 12345-54321  
Original Filing Office: SC Greenville

**ITEMS SELECTED FOR PURCHASE**

ITEM	# of Pages	PRICE
In Lieu Of Continuation Filing Fee	3	\$10.00
Electronic Filing Charge	1	\$8.00
<b>Total Amount to be Charged:</b>		<b>\$18.00</b>

**ORDER SUMMARY & FILING FEES**

**Please Confirm**

☐ I have verified that all of the above information is correct and complete.

**VERIFICATION THAT FILING INFORMATION HAS BEEN REVIEWED & IS CORRECT**

[CANCEL](#) [SELECT TO CONTINUE FILING](#) [BACK](#) [CONTINUE](#)

If all of the information in the filing summary is correct, check to confirmation box and then select the CONTINUE button to move to the next step of the filing process.

## 7.09 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

Payment

TOTAL AMOUNT TO BE CHARGED

Total Amount to be Charged: \$40.00

Billing Address

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

... SELECT STATE ...

\*Zip/Postal Code

\*Country

United States

Credit Card Information

\*Cardholder Name

Maximum 50 characters

\*Card Type

VISA Visa

MasterCard MasterCard

Discover Discover

American Express American Express

\*Card Number

\*Expiration Date

Month Year

\*Card Verification Number

VISA & MASTERCARD: 3-digit code

AMERICAN EXPRESS: 4-digit code

CANCEL

SUBMIT PAYMENT & FILING

BACK

PAY NOW

## SUBSCRIBER PAYMENT

If you are submitting the filing as a subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

Payment

Your UCC Filing is not yet complete. Please review the information below for accuracy. Your subscriber account will reflect that the charge was made by South Carolina Interactive.

Total Amount to be Charged: \$18.00

AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT

Subscriber Account Name: Subscription Testing

Subscriber Account Organization Name: Subscription Testing

Subscriber Customer ID: 100633

CANCEL

BACK

BILL ACCOUNT

## 7.10 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



SAMPLE ACKNOWLEDGEMENT COPY

<div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div> <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">IN LIEU OF CONTINUATION</p> <p style="font-weight: bold; margin-top: 10px;">UCC FINANCING STATEMENT</p>	
<small>FOLLOW INSTRUCTIONS CAREFULLY</small>	
<b>A. NAME &amp; PHONE OF CONTACT AT FILER (optional)</b>  <b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b>  JOHN Q. FILER 111 Nowhere Lane  COLUMBIA, SC 29201	<div style="text-align: center;"><small>SOUTH CAROLINA SEC. OF STATE 110311-1341183 S Lapse Date: 03/11/2011</small></div> <div style="text-align: right;"><small>Date: 3/11/2011 Time: 1:40 PM Page Count: 3 Pg Debtor Count: 1 Filing Fees: \$10.00 Electronic Filing Access: \$8.00 Total: \$18.00 Order ID#</small></div> <div style="text-align: center; font-weight: bold; font-size: 0.8em; margin-top: 10px;">THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY</div>
<b>1. DEBTOR'S EXACT FULL LEGAL NAME - Insert only <u>one</u> debtor name (1a or 1b) - do not abbreviate or combine names</b>	
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><b>1a. ORGANIZATION'S NAME</b>  OR <b>1b. INDIVIDUAL'S LAST NAME</b> DEBTOR</div><div style="width: 15%;"><b>FIRST NAME</b> TEST</div><div style="width: 15%;"><b>MIDDLE NAME</b></div><div style="width: 10%;"><b>SUFFIX</b></div><div style="width: 15%;"><b>1c. MAILING ADDRESS</b> 111 Test Street</div><div style="width: 10%;"><b>CITY</b> COLUMBIA</div><div style="width: 10%;"><b>STATE</b> SC</div><div style="width: 10%;"><b>POSTAL CODE</b> 29201</div><div style="width: 10%;"><b>COUNTRY</b> US</div></div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 20%;"><b>1d. TAX ID# (Organizations)</b> DO NOT USE</div><div style="width: 10%;"><b>ADDL INFO RE ORGANIZATION DEBTOR</b></div><div style="width: 20%;"><b>1e. TYPE OF ORGANIZATION</b></div><div style="width: 20%;"><b>1f. JURISDICTION OF ORGANIZATION</b></div><div style="width: 30%;"><b>1g. ORGANIZATIONAL ID#, if any</b> <div style="text-align: right;"><input type="checkbox"/> NONE</div></div></div>	
<b>2. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME - Insert only <u>one</u> debtor name (2a or 2b) - do not abbreviate or combine names</b>	
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><b>2a. ORGANIZATION'S NAME</b>  OR <b>2b. INDIVIDUAL'S LAST NAME</b></div><div style="width: 15%;"><b>FIRST NAME</b></div><div style="width: 15%;"><b>MIDDLE NAME</b></div><div style="width: 10%;"><b>SUFFIX</b></div><div style="width: 15%;"><b>2c. MAILING ADDRESS</b></div><div style="width: 10%;"><b>CITY</b></div><div style="width: 10%;"><b>STATE</b></div><div style="width: 10%;"><b>POSTAL CODE</b></div><div style="width: 10%;"><b>COUNTRY</b></div></div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 20%;"><b>2d. TAX ID# (Organizations)</b> DO NOT USE</div><div style="width: 10%;"><b>ADDL INFO RE ORGANIZATION DEBTOR</b></div><div style="width: 20%;"><b>2e. TYPE OF ORGANIZATION</b></div><div style="width: 20%;"><b>2f. JURISDICTION OF ORGANIZATION</b></div><div style="width: 30%;"><b>2g. ORGANIZATIONAL ID#, if any</b> <div style="text-align: right;"><input type="checkbox"/> NONE</div></div></div>	
<b>3. SECURED PARTY'S NAME (or NAME of TOTAL ASSIGNEE of ASSIGNOR SIP) - Insert only <u>one</u> secured party name (3a or 3b)</b>	
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><b>3a. ORGANIZATION'S NAME</b> TEST SECURED PARTY</div><div style="width: 15%;"><b>FIRST NAME</b></div><div style="width: 15%;"><b>MIDDLE NAME</b></div><div style="width: 10%;"><b>SUFFIX</b></div><div style="width: 15%;"><b>3c. MAILING ADDRESS</b> 111 Nowhere Lane</div><div style="width: 10%;"><b>CITY</b> COLUMBIA</div><div style="width: 10%;"><b>STATE</b> SC</div><div style="width: 10%;"><b>POSTAL CODE</b> 29201</div><div style="width: 10%;"><b>COUNTRY</b> US</div></div>	
<b>4. This FINANCING STATEMENT covers the following collateral:</b>  THIS FINANCING STATEMENT IS AN "IN LIEU OF CONTINUATION" FOR THE FOLLOWING STATEMENT OF WHICH SHALL REMAIN EFFECTIVE:  <div style="margin-top: 20px;">FILE DATE: 1/26/2008  FILE NUMBER: 12345-54321  ORIGINAL FILING OFFICE: SC Greenville</div> <div style="margin-top: 20px;">See additional.</div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><b>5. ALTERNATIVE DESIGNATION (if applicable):</b> <div style="display: flex; justify-content: space-between;"><div style="width: 20%;"><input type="checkbox"/> LESSOR/LESSOR</div><div style="width: 20%;"><input type="checkbox"/> CONSIGNEE/CONSIGNOR</div><div style="width: 20%;"><input type="checkbox"/> BAILEE/BALOR</div><div style="width: 20%;"><input type="checkbox"/> SELLER/BUYER</div><div style="width: 20%;"><input type="checkbox"/> AG. LIEN</div><div style="width: 20%;"><input type="checkbox"/> NON-UCC FILING</div></div></div><div style="width: 60%;"><b>6. THIS FINANCING STATEMENT is to be filed for record (or recorded) in the REAL ESTATE RECORDS. Attach Addendum (if applicable):</b> <div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><input type="checkbox"/> YES</div><div style="width: 60%;"><b>7. REQUEST SEARCH REPORT(S) ON UCC-11 FORM</b> NOT USED</div></div></div></div>	
<b>8. OPTIONAL FILER REFERENCE DATA</b>	
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;">SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201</div><div style="width: 40%; text-align: right;">(01/01/2011)</div></div>	



## 8.0 – UCC-3 AMENDMENT

### 8.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Send Acknowledgement To (Name)
  - \*Contact Email Address
  - \*Verify Contact Email Address
  - \*Address Line 1
  - \*City/Province/Region
  - \*State (dropdown menu)
  - \*Zip/Postal Code
  - \*Country (dropdown menu)
- INSTRUCTIONS:** A dropdown menu in the top right corner.
- PAGE INSTRUCTIONS:** A box with an arrow pointing to the INSTRUCTIONS dropdown.
- Buttons:** CANCEL, BACK, and CONTINUE.

### 8.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that **Filer Is A**, and **Filing Number** are required fields.

#### FILER IS A DEBTOR

The screenshot shows the 'Amendment Request' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Filer Is A (radio buttons for Debtor and Secured Party)
  - \*Filing Number
- SELECT TO CONTINUE FILING:** A box with an arrow pointing to the CONTINUE button.
- Text:** This FINANCING STATEMENT AMENDMENT is to be filed (for record) (or recorded) in the
- Checkbox:** REAL ESTATE RECORDS
- Buttons:** CANCEL, BACK, and CONTINUE.

## FILER IS A SECURED PARTY

**Amendment Request**

\*Filer Is A ☐ Debtor ☒ Secured Party

\*Filing Number

\*What area would you like to make an amendment to? ☐ Debtor ☒ Secured Party

This FINANCING STATEMENT AMENDMENT is to be filed (for record) (or recorded) in the ☐ REAL ESTATE RECORDS

**REQUIRED FIELDS**

**SELECT TO CONTINUE FILING**

**CANCEL** **BACK** **CONTINUE**

## 8.03 – AMENDMENT ACTION(S)

### DEBTOR FILER AMENDMENT ACTIONS

Debtor party filers have the option to amend an existing debtor party(s), add new debtor party(s), and/or amend collateral.

**Amendment Selection**

Verify the following information is correct:

Filing Number: 110311-0902453  
Primary Secured Party: TEST ORGANIZATION SECURED PARTY  
Primary Secured Party Type: Organization

If this information is not correct please [check the filing number entered](#).

**FILING SUMMARY INFORMATION**

**AMENDMENT OPTIONS**

**DEBTOR(S)**

Debtor Type	Debtor Name	Address	Action
Organization	TEST DEBTOR ORGANIZATION, LLP	111 Test Street COLUMBIA, SC 29201 Country: US	N/A

**ADD NEW DEBTOR**

**COLLATERAL**

Collateral Description	Type
------------------------	------

**AMEND COLLATERAL**

**AMENDMENT - PENDING ACTIONS**

Type	Modified Party	Modification
------	----------------	--------------

**SELECT TO CONTINUE FILING**

**CANCEL** **BACK** **CONTINUE**

AMENDMENT ACTIONS DISPLAY HERE

### SECURED PARTY FILER AMENDMENT ACTIONS

Secured party filers have the option to amend an existing party(s), add new party(s), delete existing party(s) and/or amend collateral.

**Amendment Selection**

Verify the following information is correct:

Filing Number: 110311-0902453  
Primary Secured Party: TEST ORGANIZATION SECURED PARTY  
Primary Secured Party Type: Organization

If this information is not correct please [check the filing number entered.](#)

**FILING SUMMARY INFORMATION**

**AMENDMENT OPTIONS**

**SECURED PARTY(S)**

Secured Party Type	Secured Party Name	Address	Status	Action
Organization	TEST ORGANIZATION SECURED PARTY	111 Nowhere Lane COLUMBIA, SC 29201 Country: US	N/A	<a href="#">Edit</a>

[ADD NEW SECURED PARTY](#)

**COLLATERAL**

Collateral Description	Type
------------------------	------

[AMEND COLLATERAL](#)

**AMENDMENT - PENDING ACTIONS**

Type	Modified Party	Modification
------	----------------	--------------

[CANCEL](#)

[SELECT TO CONTINUE FILING](#)

[BACK](#) [CONTINUE](#)

## 8.04 – AUTHORIZING PARTY

Amendments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

**Authorizing Party**

Verify the following information is correct:

Filing Number: 110311-0902453  
Primary Secured Party: TEST ORGANIZATION SECURED PARTY  
Primary Secured Party Type: Organization

If this information is not correct please [check the filing number entered.](#)

**AUTHORIZING PARTY(S)**

#	Debtor Type	Debtor Name
<input type="checkbox"/>	Organization	TEST DEBTOR ORGANIZATION, LLP

[CANCEL](#)

[SELECT 1 OR MORE AUTHORIZING PARTY\(S\)](#)

[SELECT TO CONTINUE FILING](#)

[BACK](#) [CONTINUE](#)

## 8.05 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

### Summary

Your UCC-3 Amendment Filing is not yet complete. Please review the information below for accuracy.

#### CONTACT INFORMATION

EDIT CONTACT

Send Acknowledgement To (Name):	JOHN Q. FILER
Contact Address:	111 Nowhere Lane COLUMBIA, SC 29201 Country: US
Contact Name:	
Contact Phone:	
Contact Phone Extension:	
Contact Email Address:	test@yahoo.com

#### FILING REQUEST INFORMATION

EDIT REQUEST

Filer Is A:	Debtor
Filing Number:	110311-0902453
Primary Secured Party Type:	Organization
Primary Secured Party:	TEST ORGANIZATION SECURED PARTY

#### AMENDMENT SELECTION - PENDING ACTIONS

EDIT AMENDMENT ACTION(S)

Type	Modified Party	Modification
Collateral	N/A	Add

#### AUTHORIZING DEBTOR(S)

EDIT AUTHORIZING PARTY

Debtor Type	Debtor Name
Organization	TEST DEBTOR ORGANIZATION, LLP

Optional Filer Reference Data:

#### ITEMS SELECTED FOR PURCHASE

ITEM	# of Pages	PRICE
UCC Amendment Filing Fee	1	\$8.00
Electronic Filing Charge	1	\$8.00
Total Amount to be Charged:		\$16.00

Please Confirm

☐ I have verified that all of the above information is correct and complete

VERIFICATION THAT FILING HAS BEEN REVIEWED & IS CORRECT

CANCEL

SELECT TO CONTINUE FILING

BACK

CONTINUE

## 8.06 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

The screenshot shows a 'Payment' form with two main sections: 'Billing Address' and 'Credit Card Information'. The 'Billing Address' section includes fields for Address Line 1, Address Line 2, City/Province/Region, State (a dropdown menu with 'SELECT STATE' selected), Zip/Postal Code, and Country (a dropdown menu with 'United States' selected). The 'Credit Card Information' section includes fields for Cardholder Name (with a 'Maximum 50 characters' note), Card Type (radio buttons for Visa, MasterCard, Discover, and American Express), Card Number, Expiration Date (Month and Year dropdowns), and Card Verification Number. Below these fields are instructions for VISA & MASTERCARD (3-digit code) and AMERICAN EXPRESS (4-digit code). At the top right, a box labeled 'TOTAL AMOUNT TO BE CHARGED' points to a red-bordered box containing 'Total Amount to be Charged: \$16.00'. At the bottom, there are three buttons: 'CANCEL', 'SUBMIT PAYMENT & FILING', and 'PAY NOW' (which is highlighted with a red border). A 'BACK' button is also present between 'SUBMIT PAYMENT & FILING' and 'PAY NOW'.

## SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

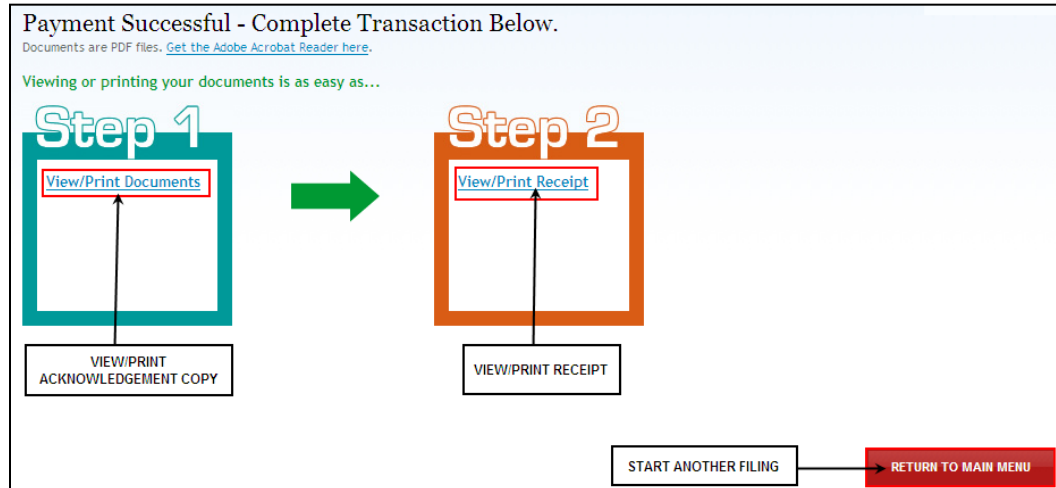
The screenshot shows a 'Payment' form for a subscriber. It displays the 'Total Amount to be Charged: \$16.00' in a red-bordered box, with a callout box labeled 'AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT' pointing to it. Below this, the subscriber's account information is listed: 'Subscriber Account Name: Subscription Testing', 'Subscriber Account Organization Name: Subscription Testing', and 'Subscriber Customer ID: 100633'. At the bottom, there are three buttons: 'CANCEL', 'BACK', and 'BILL ACCOUNT' (which is highlighted with a red border). A callout box labeled 'SUBMIT FOR BILLING & FILING' points to the 'BILL ACCOUNT' button.

## 8.07 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



## SAMPLE RECEIPT

**Receipt**

[Print Receipt](#)

**TRANSACTION HISTORY**

Acknowledge Copy To	JOHN Q. FILER
Email Address	test@yahoo.com
Card Type	Visa *1111
Name on Card	JOHN Q. FILER
TPE Order ID Number	126232
File ID Number	110330-1249183
Filing Date/Time	3/30/2011 12:49 PM

Your bank statement will reflect that the charge was made by SC.GOV.

**ITEMS PURCHASED**

Item	Price
UCC Amendment Filing Fee	\$8.00
Electronic Filing Charge	\$8.00
<b>Total Amount Charged</b>	<b>\$16.00</b>

**PRINT RECEIPT**

**BACK**

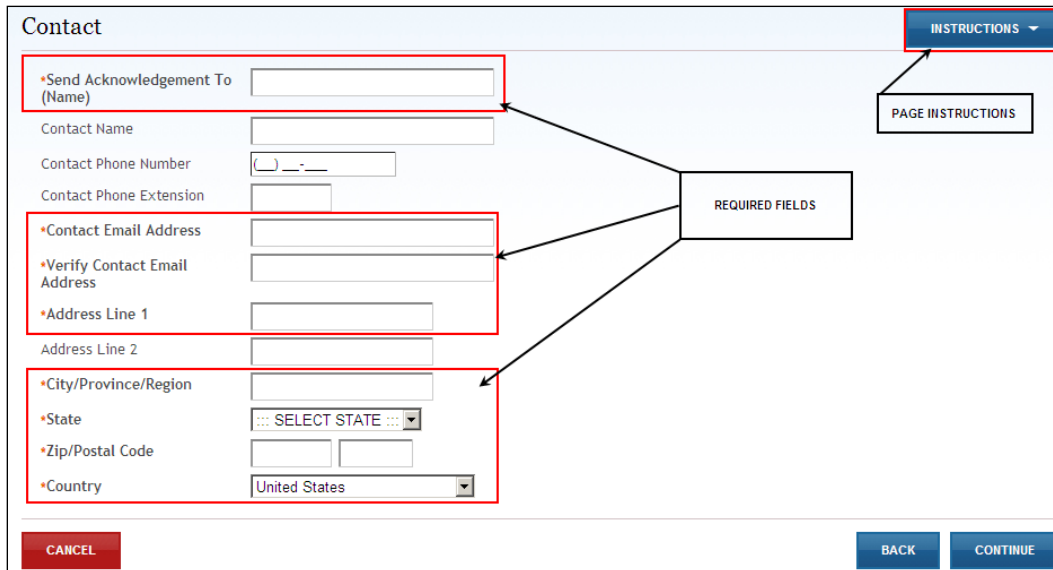
SAMPLE ACKNOWLEDGMENT COPY

<b>UCC FINANCING STATEMENT AMENDMENT (UCC-3)</b>				
<b>FOLLOW INSTRUCTIONS CAREFULLY</b>				
<b>A. NAME &amp; PHONE OF CONTACT AT FILER [optional]</b>				
<b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b>				
JOHN Q. FILER 111 Nowhere Lane  COLUMBIA, SC 29201				
<b>THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY</b>				
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;">1a. INITIAL FINANCING STATEMENT FILE # 110311-0902453</div><div style="width: 60%; text-align: right;">Date: 3/30/2011 Time: 12:49 PM Page Count: 1 Pg Debtor Count: \$8.00 Filing Fees: \$8.00 Electronic Filing Access: \$16.00 Total: \$32.00 Order ID# 126232</div></div>				
<b>2. TERMINATION:</b> Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of the Secured Party authorizing this Termination Statement.				
<b>3. CONTINUATION:</b> Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.				
<b>4. ASSIGNMENT (full or partial):</b> Give name of assignee in item 7a or 7b and address of assignee in item 7c; and also give name of assignor in item 9.				
<b>5. AMENDMENT (PARTY INFORMATION):</b> This Amendment affects <input type="checkbox"/> Debtor or <input type="checkbox"/> Secured Party of record. Check only one of these two boxes. Also check one of the following three boxes and provide appropriate information in items 6 and/or 7. <input type="checkbox"/> CHANGE name and/or address: Give current record name in item 6a or 6b; also give new name (if name changed) in item 7a or 7b and/or new address (if address changed) in item 7c. <input type="checkbox"/> DELETE name: Give record name to be deleted in item 6a or 6b. <input type="checkbox"/> ADD name: Complete item 7a or 7b, and also item 7c; also complete items 7d-7g (if applicable).				
<b>6. CURRENT RECORD INFORMATION:</b>				
6a. ORGANIZATION'S NAME				
OR 6b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX				
<b>7. CHANGED (NEW) OR ADDED INFORMATION:</b>				
7a. ORGANIZATION'S NAME				
OR 7b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX				
7c. MAILING ADDRESS CITY STATE POSTAL CODE COUNTRY				
7d. TAX ID# (Organizations) ADD'L INFO RE ORGANIZATION DEBTOR 7e. TYPE OF ORGANIZATION 7f. JURISDICTION OF ORGANIZATION 7g. ORGANIZATIONAL ID#, if any <input type="checkbox"/> NONE				
<b>8. AMENDMENT (COLLATERAL CHANGE):</b> check only one box. Describe collateral <input type="checkbox"/> deleted or <input checked="" type="checkbox"/> added, or give entire <input type="checkbox"/> restated collateral description, or describe collateral <input type="checkbox"/> assigned. AMENDED COLLATERAL TEXT				
<b>9. NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT</b> (name of assignor, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing Debtor, or if this is a Termination authorized by a Debtor, check here <input checked="" type="checkbox"/> and enter name of DEBTOR authorizing this Amendment.				
9a. ORGANIZATION'S NAME TEST DEBTOR ORGANIZATION, LLP				
OR 9b. INDIVIDUAL'S LAST NAME FIRST NAME MIDDLE NAME SUFFIX				
<b>10. OPTIONAL FILER REFERENCE DATA</b>				
SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (03/01/2011)				

## 9.0 – UCC-3 ASSIGNMENT

### 9.01 – CONTACT INFORMATION

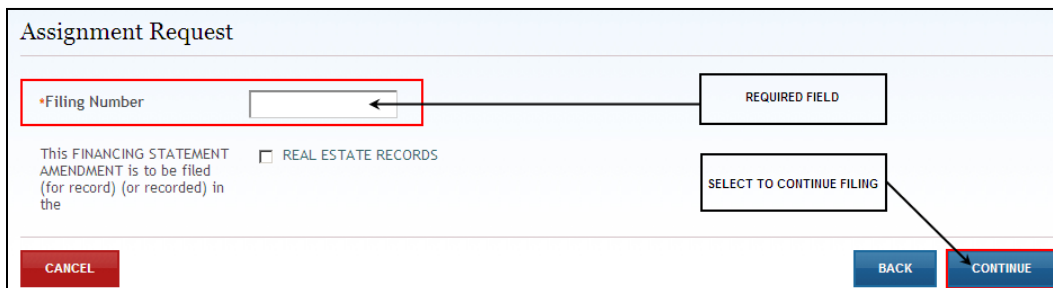
The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



The screenshot shows the 'Contact' form with several fields highlighted by red boxes and arrows pointing to a 'REQUIRED FIELDS' label. The fields are: 'Send Acknowledgement To (Name)', 'Contact Email Address', 'Verify Contact Email Address', 'Address Line 1', 'City/Province/Region', 'State' (a dropdown menu), 'Zip/Postal Code', and 'Country'. Other fields include 'Contact Name', 'Contact Phone Number', and 'Contact Phone Extension'. At the top right is an 'INSTRUCTIONS' dropdown menu. Below it is a 'PAGE INSTRUCTIONS' box. At the bottom are 'CANCEL', 'BACK', and 'CONTINUE' buttons.

### 9.02 – FILING NUMBER LOOKUP

The user must indicate enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that **Filing Number** is a required field.



The screenshot shows the 'Assignment Request' form. The 'Filing Number' field is highlighted with a red box and an arrow pointing to a 'REQUIRED FIELD' label. Below this field is a checkbox labeled 'REAL ESTATE RECORDS' and a text box for 'This FINANCING STATEMENT AMENDMENT is to be filed (for record) (or recorded) in the'. At the bottom right is a 'SELECT TO CONTINUE FILING' button. At the bottom are 'CANCEL', 'BACK', and 'CONTINUE' buttons.

#### CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.



System could not verify the filing number entered. Please try again.

### 9.03 – ASSIGNMENT ACTION(s)

Filers have the option to select an existing party to assign collateral, add new debtor(s) to assign collateral or amend the collateral statement.

The screenshot shows the 'Assignment Selection' screen. A red box highlights the filing information at the top left, with an arrow pointing to it from a 'FILING SUMMARY' label. Another red box highlights the 'ADD ASSIGNEE' button, with an arrow pointing to it from an 'ASSIGNMENT OPTIONS' label. A third red box highlights the 'CONTINUE' button, with an arrow pointing to it from a 'SELECT TO CONTINUE FILING' label. The table below shows the secured party information.

SECURED PARTY(S)			
Secured Party Type	Secured Party Name	Address	Action
Organization	TEST ORGANIZATION SECURED PARTY	111 Nowhere Lane COLUMBIA, SC 29201 Country: US	<input type="checkbox"/>

### 9.04 – COLLATERAL ASSIGNMENT

This page allows for the entry of a collateral assignment. The user selects the assignment type and provides the collateral that is being assigned. Information provided on this page is the same information provided in Boxes 8 of the UCC-3 form and Box 13 of the UCC-3Ad form. Note that **Assignment Type** and **Please Provide the collateral you are assigning** are required fields.

The screenshot shows the 'Collateral' screen. A red box highlights the 'CONTINUE' button, with an arrow pointing to it from a 'SELECT TO CONTINUE FILING' label. The form includes radio buttons for 'Assignment Type' (N/A, Full, Partial) and a large text area for 'Please provide the collateral you are assigning'.

## 9.05 – AUTHORIZING PARTY

Amendments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

Authorizing Party

Verify the following information is correct:

Filing Number: 110311-0902453  
Primary Secured Party: TEST ORGANIZATION SECURED PARTY  
Primary Secured Party Type: Organization

If this information is not correct please [check the filing number entered](#).

#	Secured Party Type	Secured Party Name
<input type="checkbox"/>	Organization	TEST ORGANIZATION SECURED PARTY

SELECT ONE OR MORE AUTHORIZING PARTY(S)

SELECT TO CONTINUE FILING

CANCEL BACK CONTINUE

## 9.06 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

Summary

Your UCC Assignment Filing is not yet complete. Please review the information below for accuracy.

**CONTACT INFORMATION**

EDIT CONTACT

Send Acknowledgement To (Name): JOHN Q. FILER

Contact Address: 111 Nowhere Lane  
COLUMBIA, SC 29201  
Country: US

Contact Name:

Contact Phone:

Contact Phone Extension:

Contact Email Address: test@yahoo.com

**FILING REQUEST INFORMATION**

EDIT REQUEST

Filer Is A: N/A

Filing Number: 110311-0902453

Primary Secured Party Type: Organization

Primary Secured Party: TEST ORGANIZATION SECURED PARTY

**AUTHORIZING SECURED PARTY(S)**

EDIT AUTHORIZING PARTY

EDIT BUTTONS

Secured Party Type	Secured Party Name
Organization	TEST ORGANIZATION SECURED PARTY

**ASSIGNMENT PENDING ACTION(S)**

[EDIT ASSIGNMENT SELECTION\(S\)](#)

Secured Party Type	Secured Party Name
Organization	TEST ORGANIZATION SECURED PARTY

Optional Filer Reference Data:

**ITEMS SELECTED FOR PURCHASE**

ITEM	# of Pages	PRICE
UCC Assignment Filing Fee	1	\$8.00
Electronic Filing Charge	1	\$8.00
<b>Total Amount to be Charged:</b>		<b>\$16.00</b>

**Please Confirm**

☐ \*I have verified that all of the above information is correct and complete.

VERIFICATION THAT FILING HAS BEEN REVIEWED & IS CORRECT

[CANCEL](#) [SELECT TO CONTINUE FILING](#) [BACK](#) [CONTINUE](#)

## 9.07 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

**Payment**

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$16.00

**Billing Address**

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

\*Zip/Postal Code

\*Country

**Credit Card Information**

\*Cardholder Name

\*Card Type

☐ Visa

☐ MasterCard

☐ Discover

☐ American Express

\*Card Number

\*Expiration Date

\*Card Verification Number

VISA & MASTERCARD:  3-digit code

AMERICAN EXPRESS:  4-digit code

[CANCEL](#) [SUBMIT PAYMENT & FILING](#) [BACK](#) [PAY NOW](#)

### SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

Payment

Total Amount to be Charged: \$16.00

Subscriber Account Name: Subscription Testing  
Subscriber Account Organization Name: Subscription Testing  
Subscriber Customer ID: 100633

AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT

SUBMIT FOR BILLING & FILING

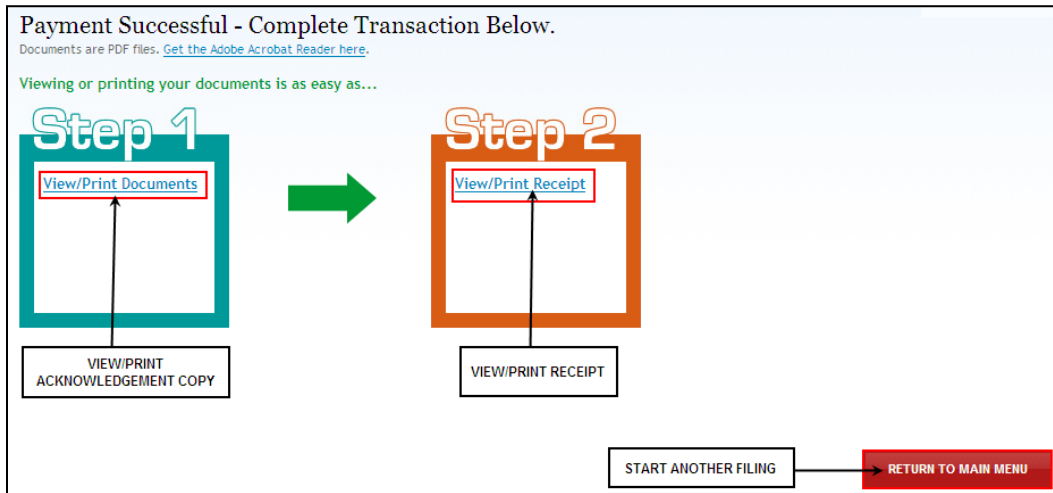
CANCEL BACK BILL ACCOUNT

## 9.08 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



## SAMPLE RECEIPT

### Receipt

TRANSACTION HISTORY	
Acknowledge Copy To	JOHN Q. FILER
Email Address	test@yahoo.com
Card Type	Visa *1111
Name on Card	JOHN Q. FILER
TPE Order ID Number	126232
File ID Number	110330-1249183
Filing Date/Time	3/30/2011 12:49 PM

 Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED	
Item	Price
UCC Amendment Filing Fee	\$8.00
Electronic Filing Charge	\$8.00
<b>Total Amount Charged</b>	<b>\$16.00</b>

[Print Receipt](#)  
[PRINT RECEIPT](#)  
[BACK](#)

SAMPLE ACKNOWLEDGMENT COPY

<b>UCC FINANCING STATEMENT AMENDMENT (UCC-3)</b>			
<b>FOLLOW INSTRUCTIONS CAREFULLY</b>			
<b>A. NAME &amp; PHONE OF CONTACT AT FILER [optional]</b>		<div style="display: flex; justify-content: space-between;"><div style="width: 40%;">SOUTH CAROLINA SEC. OF STATE 110401-0842404 NS</div><div style="width: 40%; text-align: right;">Date: 4/1/2011 Time: 8:42 AM Page Count: 1 Pg Debtor Count: 0 Filing Fees: \$8.00 Electronic Filing Access: \$8.00 Total: \$16.00 Order ID# 126875</div></div>	
<b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b>		<div style="border: 1px solid black; padding: 5px; min-height: 100px;">JOHN Q. FILER 111 Nowhere Lane  COLUMBIA, SC 29201</div>	
<b>THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY</b>			
<b>1a. INITIAL FINANCING STATEMENT FILE #</b> 110311-0902453		<b>1b. This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS</b>	
<b>2. TERMINATION:</b> Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of the Secured Party authorizing this Termination Statement.			
<b>3. CONTINUATION:</b> Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.			
<b>4. ASSIGNMENT</b> (full or partial): Give name of assignee in item 7a or 7b and address of assignee in item 7c; and also give name of assignor in item 9.			
<b>5. AMENDMENT (PARTY INFORMATION):</b> This Amendment affects <input type="checkbox"/> Debtor <input checked="" type="checkbox"/> Secured Party of record. Check only one of these two boxes. Also check one of the following three boxes and provide appropriate information in items 6 and/or 7. <input type="checkbox"/> CHANGE name and/or address: Give current record name in item 6a or 6b; also give new name (if name change) in item 7a or 7b and/or new address (if address change) in item 7c. <input type="checkbox"/> DELETE name: Give record name to be deleted in item 6a or 6b. <input type="checkbox"/> ADD name: Complete item 7a or 7b, and also item 7c; also complete items 7d-7g (if applicable).			
<b>6. CURRENT RECORD INFORMATION</b>			
<div style="display: flex;"><div style="width: 40%;">6a. ORGANIZATION'S NAME</div><div style="width: 60%;">OR</div></div> <div style="display: flex;"><div style="width: 40%;">6b. INDIVIDUAL'S LAST NAME</div><div style="width: 15%;">FIRST NAME</div><div style="width: 15%;">MIDDLE NAME</div><div style="width: 30%;">SUFFIX</div></div>			
<b>7. CHANGED (NEW) OR ADDED INFORMATION:</b>			
<div style="display: flex;"><div style="width: 40%;">7a. ORGANIZATION'S NAME TEST ORGANIZATION SECURED PARTY</div><div style="width: 60%;">OR</div></div> <div style="display: flex;"><div style="width: 40%;">7b. INDIVIDUAL'S LAST NAME</div><div style="width: 15%;">FIRST NAME</div><div style="width: 15%;">MIDDLE NAME</div><div style="width: 30%;">SUFFIX</div></div>			
<div style="display: flex;"><div style="width: 40%;">7c. MAILING ADDRESS</div><div style="width: 15%;">CITY</div><div style="width: 10%;">STATE</div><div style="width: 10%;">POSTAL CODE</div><div style="width: 25%;">COUNTRY</div></div>			
<div style="display: flex;"><div style="width: 20%;">7d. TAX ID# (Organizations) DO NOT PROVIDE</div><div style="width: 10%;">ADD'L INFO RE ORGANIZATION DEBTOR</div><div style="width: 20%;">7e. TYPE OF ORGANIZATION</div><div style="width: 20%;">7f. JURISDICTION OF ORGANIZATION</div><div style="width: 30%;">7g. ORGANIZATIONAL ID #, if any <input type="checkbox"/> NONE</div></div>			
<b>8. AMENDMENT (COLLATERAL CHANGE):</b> check only one box. Describe collateral <input type="checkbox"/> deleted or <input type="checkbox"/> added, or give entire <input type="checkbox"/> restated collateral description, or describe collateral <input checked="" type="checkbox"/> assigned. COLLATERAL ASSIGNMENT ENTERED HERE			
<b>9. NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT</b> (name of assignor, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing Debtor, or if this is a Termination authorized by a Debtor, check here <input type="checkbox"/> and enter name of DEBTOR authorizing this Amendment.			
<div style="display: flex;"><div style="width: 40%;">9a. ORGANIZATION'S NAME TEST ORGANIZATION SECURED PARTY</div><div style="width: 60%;">OR</div></div> <div style="display: flex;"><div style="width: 40%;">9b. INDIVIDUAL'S LAST NAME</div><div style="width: 15%;">FIRST NAME</div><div style="width: 15%;">MIDDLE NAME</div><div style="width: 30%;">SUFFIX</div></div>			
<b>10. OPTIONAL FILER REFERENCE DATA</b>			
SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (03/01/2011)			

## 10.0 – UCC-3 CONTINUATION

This option is used to file a continuation to extend the lapse period for the filing. The UCC-3 can be filed within six months before the expiration of the five-year period. If a UCC-3 is not filed before the end of the five-year period, the financing statement lapses and the security interest becomes unperfected. A UCC-3 cannot be filed after the lapse date.

The UCC-3 Continuation filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

### 10.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Send Acknowledgement To (Name)
  - \*Contact Email Address
  - \*Verify Contact Email Address
  - \*Address Line 1
  - \*City/Province/Region
  - \*State
  - \*Zip/Postal Code
  - \*Country
- INSTRUCTIONS:** A dropdown menu in the top right corner.
- PAGE INSTRUCTIONS:** A box with an arrow pointing to the INSTRUCTIONS dropdown.
- Buttons:** CANCEL, BACK, and CONTINUE.

### 10.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.

The 'Continuation Request' form contains several fields and buttons. A red box highlights the 'Filer Is A' section with radio buttons for 'Debtor' and 'Secured Party', and the 'Filing Number' text input field. Arrows from a 'REQUIRED FIELDS' label point to these two elements. Below the input fields is a checkbox for 'REAL ESTATE RECORDS' and a 'SELECT TO CONTINUE FILING' button. At the bottom are 'CANCEL', 'BACK', and 'CONTINUE' buttons. An arrow from the 'SELECT TO CONTINUE FILING' button points to the 'CONTINUE' button.

### INELIGIBLE FOR CONTINUATION

If the filing number entered is ineligible for continuation because the original filing has lapsed or is not in the 6-month window of the filing lapsing, the user will be provided a message that the filing is not eligible to be continued.

A red error message box with a warning icon: "UCC Filing 100605-1039599 is Lapsed and not eligible for Continuation to be filed. Continuation may only be filed within six months of the maturity date of the filing."

### CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.

A red error message box with a warning icon: "System could not verify the filing number entered. Please try again."

## 10.03 – AUTHORIZING PARTY

Continuations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

The 'Authorizing Party' form shows verification information and a table for authorizing parties. A red box highlights the verification text: 'Filing Number: 960613-112033A', 'Primary Secured Party: Sample Secured Party', and 'Primary Secured Party Type: Organization'. An arrow from 'FILING SUMMARY INFORMATION' points to this box. Below is a link: 'If this information is not correct please [check the filing number entered.](#)'. The 'AUTHORIZING PARTY(S)' table has columns for '#', 'Secured Party Type', and 'Secured Party Name'. It contains one row with a checkbox, 'Organization', and 'Sample Secured Party'. An arrow from 'SELECT 1 OR MORE AUTHORIZING PARTY(S)' points to the checkbox. At the bottom are 'CANCEL', 'BACK', and 'CONTINUE' buttons. An arrow from 'SELECT TO CONTINUE FILING' points to the 'CONTINUE' button.

#	Secured Party Type	Secured Party Name
<input type="checkbox"/>	Organization	Sample Secured Party



## 10.04 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

The screenshot shows the 'Summary' page of the UCC filing system. It contains several sections: 'CONTACT INFORMATION', 'FILING REQUEST INFORMATION', 'AUTHORIZING SECURED PARTY(S)', and 'ITEMS SELECTED FOR PURCHASE'. Each section has an 'EDIT' button. A callout box labeled 'EDIT BUTTONS' points to these three buttons. At the bottom, there is a 'Please Confirm' section with a checkbox and a 'VERIFICATION THAT FILING HAS BEEN REVIEWED & IS CORRECT' box. A 'CANCEL' button is on the left, and 'SELECT TO CONTINUE FILING', 'BACK', and 'CONTINUE' buttons are on the right.

**Summary**

Your UCC Continuation Filing is not yet complete. Please review the information below for accuracy.

**CONTACT INFORMATION**

Send Acknowledgement To (Name): TEST FILER

Contact Address: 111 Nowhere Lane  
COLUMBIA, SC 29201  
Country: US

Contact Name:

Contact Phone:

Contact Phone Extension:

Contact Email Address: test@yahoo.com

**FILING REQUEST INFORMATION**

Filer Is As: Secured Party

Filing Number: 960613-112033A

Primary Secured Party Type: Organization

Primary Secured Party: Sample Secured Party

**AUTHORIZING SECURED PARTY(S)**

Secured Party Type: Secured Party Name

Organization: Sample Secured Party

Optional Filer Reference Data:

**ITEMS SELECTED FOR PURCHASE**

ITEM	# of Pages	PRICE
UCC Continuation Filing Fee	1	\$8.00
Electronic Filing Charge	1	\$8.00
<b>Total Amount to be Charged:</b>		<b>\$16.00</b>

**Please Confirm**

☐ I have verified that all of the above information is correct and complete.

VERIFICATION THAT FILING HAS BEEN REVIEWED & IS CORRECT

CANCEL

SELECT TO CONTINUE FILING

BACK

CONTINUE

## 10.05 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

The screenshot shows a 'Payment' form with a header bar containing 'TOTAL AMOUNT TO BE CHARGED' and 'Total Amount to be Charged: \$16.00'. The form is divided into two main sections: 'Billing Address' and 'Credit Card Information'. The 'Billing Address' section includes fields for Address Line 1, Address Line 2, City/Province/Region, State (a dropdown menu with 'SELECT STATE' selected), Zip/Postal Code, and Country (a dropdown menu with 'United States' selected). The 'Credit Card Information' section includes fields for Cardholder Name (with a 'Maximum 50 characters' note), Card Type (radio buttons for Visa, MasterCard, Discover, and American Express), Card Number, Expiration Date (Month and Year dropdowns), and Card Verification Number. Below these fields are two sections for security codes: 'VISA & MASTERCARD' with a '3-digit code' field and 'AMERICAN EXPRESS' with a '4-digit code' field. At the bottom of the form are three buttons: 'CANCEL', 'SUBMIT PAYMENT & FILING', and 'PAY NOW' (which is highlighted with a red border). A 'BACK' button is also visible between 'SUBMIT PAYMENT & FILING' and 'PAY NOW'.

## SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

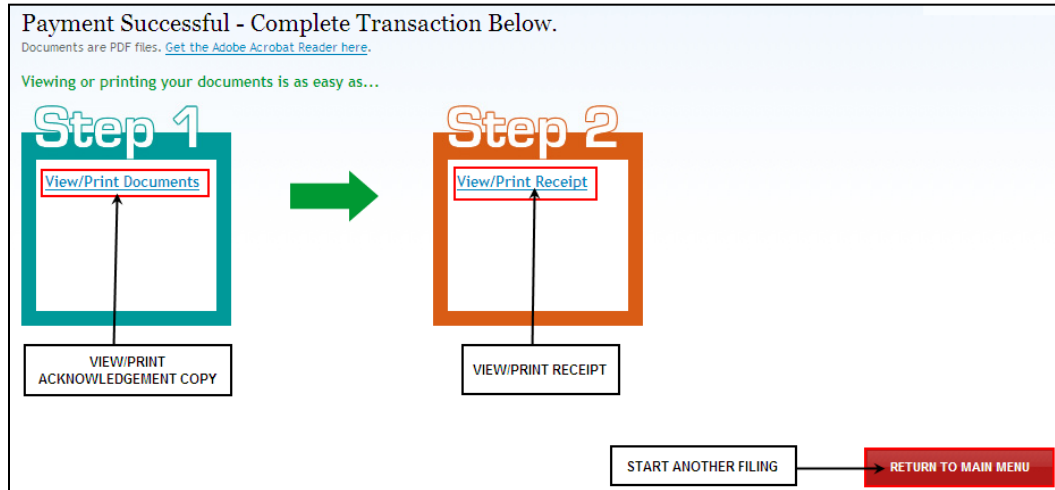
The screenshot shows a 'Payment' form for a subscriber. The header bar contains 'AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT' and 'Total Amount to be Charged: \$16.00'. Below the header, there is a section for subscriber information: 'Subscriber Account Name: Subscription Testing', 'Subscriber Account Organization Name: Subscription Testing', and 'Subscriber Customer ID: 100633'. At the bottom of the form are three buttons: 'CANCEL', 'BACK', and 'BILL ACCOUNT' (which is highlighted with a red border). A 'SUBMIT FOR BILLING & FILING' button is also visible, with an arrow pointing to the 'BILL ACCOUNT' button.

## 10.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



## SAMPLE RECEIPT

Receipt

TRANSACTION HISTORY	
Acknowledge Copy To	TEST FILER
Email Address	test@yahoo.com
Subscriber Account Name	Subscription Testing
Subscriber Account Number	100633
File ID Number	110330-1013327
Filing Date/Time	3/30/2011 10:13 AM

Your Subscriber account will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED	
Item	Price
UCC Continuation Filing Fee	\$8.00
Electronic Filing Charge	\$8.00
<b>Total Amount Charged</b>	<b>\$16.00</b>

[Print Receipt](#)  
PRINT RECEIPT

BACK

SAMPLE ACKNOWLEDGMENT COPY

<b>UCC FINANCING STATEMENT AMENDMENT (UCC-3)</b>					
<b>FOLLOW INSTRUCTIONS CAREFULLY</b>					
<b>A. NAME &amp; PHONE OF CONTACT AT FILER [optional]</b>		<div style="display: flex; justify-content: space-between;"><div>SOUTH CAROLINA SEC. OF STATE 110330-1013327 S</div><div>Lapse Date: 06/13/2011</div></div> <div style="display: flex; justify-content: space-between;"><div>Date: 3/30/2011</div><div>Time: 10:13 AM</div></div> <div style="display: flex; justify-content: space-between;"><div>Page Count: 1 Pg</div><div>Debtor Count: 0</div></div> <div style="display: flex; justify-content: space-between;"><div>Filing Fees: \$8.00</div><div>Electronic Filing Access: \$8.00</div></div> <div style="display: flex; justify-content: space-between;"><div>Total: \$16.00</div><div>Order ID#</div></div>			
<b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b>					
TEST FILER 111 Nowhere Lane  COLUMBIA, SC 29201					
<b>1a. INITIAL FINANCING STATEMENT FILE #</b> 960613-112033A		<b>1b. This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS.</b>			
<b>2. <input type="checkbox"/> TERMINATION:</b> Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of the Secured Party authorizing this Termination Statement.					
<b>3. <input checked="" type="checkbox"/> CONTINUATION:</b> Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.					
<b>4. <input type="checkbox"/> ASSIGNMENT (full or partial):</b> Give name of assignee in item 7a or 7b and address of assignee in item 7c; and also give name of assignor in item 9.					
<b>5. AMENDMENT (PARTY INFORMATION):</b> This Amendment affects <input type="checkbox"/> Debtor or <input type="checkbox"/> Secured Party of record. Check only <u>one</u> of these two boxes. <small>Also check <u>one</u> of the following three boxes and provide appropriate information in items 6 and/or 7.</small>					
<input type="checkbox"/> CHANGE name and/or address: Give current record name in item 6a or 6b; also give new name (if name changed) in item 7a or 7b and/or new address (if address changed in item 7c). <input type="checkbox"/> DELETE name: Give record name to be deleted in item 6a or 6b. <input type="checkbox"/> ADD name: Complete item 7a or 7b, and also item 7c; also complete items 7d-7g (if applicable).					
<b>6. CURRENT RECORD INFORMATION:</b>					
6a. ORGANIZATION'S NAME					
OR					
6b. INDIVIDUAL'S LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX	
<b>7. CHANGED (NEW) OR ADDED INFORMATION:</b>					
7a. ORGANIZATION'S NAME					
OR					
7b. INDIVIDUAL'S LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX	
7c. MAILING ADDRESS		CITY	STATE	POSTAL CODE	COUNTRY
7d. TAX ID# (Organizations) DO NOT PROVIDE	ADD'L INFO RE ORGANIZATION DEBTOR	7e. TYPE OF ORGANIZATION		7f. JURISDICTION OF ORGANIZATION	
				7g. ORGANIZATIONAL ID#, if any <input type="checkbox"/> NONE	
<b>8. AMENDMENT (COLLATERAL CHANGE):</b> check only <u>one</u> box. Describe collateral <input type="checkbox"/> deleted or <input type="checkbox"/> added, or give entire <input type="checkbox"/> restated collateral description, or describe collateral <input type="checkbox"/> assigned.					
<b>9. NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT</b> (name of assignor, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing Debtor, or if this is a Termination authorized by a Debtor, check here <input type="checkbox"/> and enter name of DEBTOR authorizing this Amendment.					
9a. ORGANIZATION'S NAME SAMPLE SECURED PARTY					
OR					
9b. INDIVIDUAL'S LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX	
<b>10. OPTIONAL FILER REFERENCE DATA</b>					

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201

(03/01/2011)

## 11.0 – UCC-3 TERMINATION

### 11.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Send Acknowledgement To (Name)
  - \*Contact Email Address
  - \*Verify Contact Email Address
  - \*Address Line 1
  - \*City/Province/Region
  - \*State (dropdown menu)
  - \*Zip/Postal Code
  - \*Country (dropdown menu)
- INSTRUCTIONS:** A dropdown menu in the top right corner.
- PAGE INSTRUCTIONS:** A box with an arrow pointing to the INSTRUCTIONS dropdown.
- Buttons:** CANCEL, BACK, and CONTINUE.

### 11.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.

The screenshot shows the 'Termination Request' form with the following fields and annotations:

- REQUIRED FIELDS:** A box with arrows pointing to the following fields:
  - \*Filer Is A (radio buttons for Debtor and Secured Party)
  - \*Filing Number
- SELECT TO CONTINUE FILING:** A box with an arrow pointing to the CONTINUE button.
- Text:** This FINANCING STATEMENT AMENDMENT is to be filed (for record) (or recorded) in the
- Checkbox:** REAL ESTATE RECORDS
- Buttons:** CANCEL, BACK, and CONTINUE.

#### CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.

System could not verify the filing number entered. Please try again.

### 11.03 – AUTHORIZING PARTY

Continuations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

**Authorizing Party**

Verify the following information is correct:

**FILING SUMMARY INFORMATION**  
Filing Number: 960613-112033A  
Primary Secured Party: Sample Secured Party  
Primary Secured Party Type: Organization

If this information is not correct please [check the filing number entered.](#)

AUTHORIZING PARTY(S)		
#	Secured Party Type	Secured Party Name
<input type="checkbox"/>	Organization	Sample Secured Party

**SELECT TO CONTINUE FILING**

**CANCEL** **SELECT 1 OR MORE AUTHORIZING PARTY(S)** **BACK** **CONTINUE**

### 11.04 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

**Summary**

Your UCC Termination Filing is not yet complete. Please review the information below for accuracy.

**CONTACT INFORMATION**  
**EDIT CONTACT**  
Send Acknowledgement To (Name): JOHN Q FILER  
Contact Address: 111 Nowhere Lane  
Columbia, SC 29201  
Country: US  
Contact Name:  
Contact Phone:  
Contact Phone Extension:  
Contact Email Address: test@yahoo.com

**FILING REQUEST INFORMATION**  
**EDIT REQUEST**  
Filer Is A: Secured Party  
Filing Number: 960613-112033A  
Primary Secured Party Type: Organization  
Primary Secured Party: WACHOVIA BANK OF SC, NA

**EDIT BUTTONS**

**AUTHORIZING SECURED PARTY(S)**

[EDIT AUTHORIZING PARTY](#)

Secured Party Type	Secured Party Name
Organization	WACHOVIA BANK OF SC, NA

Optional Filer Reference Data:

**ITEMS SELECTED FOR PURCHASE**

ITEM	# of Pages	PRICE
UCC Termination Filing Fee	1	\$8.00
Electronic Filing Charge	1	\$8.00
<b>Total Amount to be Charged:</b>		<b>\$16.00</b>

**Please Confirm**

☐ I have verified that all of the above information is correct and complete.

VERIFICATION THAT FILING HAS BEEN REVIEWED & IS CORRECT

[CANCEL](#) [SELECT TO CONTINUE FILING](#) [BACK](#) [CONTINUE](#)

## 11.05 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

**Payment**

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$16.00

**Billing Address**

\*Address Line 1

Address Line 2

\*City/Province/Region

\*State

\*Zip/Postal Code

\*Country

**Credit Card Information**

\*Cardholder Name

\*Card Type

☐ VISA Visa

☐ MasterCard MasterCard

☐ DISCOVER Discover

☐ AMERICAN EXPRESS American Express

\*Card Number

\*Expiration Date

\*Card Verification Number

VISA & MASTERCARD:  3-digit code

AMERICAN EXPRESS:  4-digit code

[CANCEL](#) [SUBMIT PAYMENT & FILING](#) [BACK](#) [PAY NOW](#)

### SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

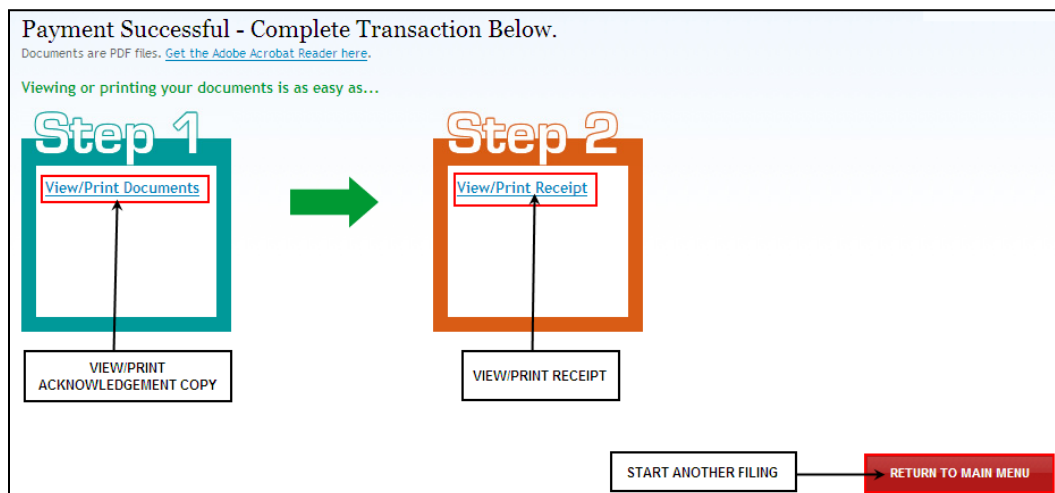
The screenshot shows a 'Payment' screen. At the top, a grey bar displays 'Total Amount to be Charged: \$16.00'. Below this, on the left, is subscriber information: 'Subscriber Account Name: Subscription Testing', 'Subscriber Account Organization Name: Subscription Testing', and 'Subscriber Customer ID: 100633'. In the center, a box labeled 'AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT' has an arrow pointing to the total amount. On the right, a box labeled 'SUBMIT FOR BILLING & FILING' has an arrow pointing to a 'BILL ACCOUNT' button. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'BACK' button.

## 11.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.





## SAMPLE RECEIPT

### Receipt

TRANSACTION HISTORY	
Acknowledge Copy To	TEST FILER
Email Address	test@yahoo.com
Subscriber Account Name	Subscription Testing
Subscriber Account Number	100633
File ID Number	110330-1013327
Filing Date/Time	3/30/2011 10:13 AM

 Your Subscriber account will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED	
Item	Price
UCC Continuation Filing Fee	\$8.00
Electronic Filing Charge	\$8.00
<b>Total Amount Charged</b>	<b>\$16.00</b>

BACK

Print Receipt

PRINT RECEIPT

SAMPLE ACKNOWLEDGMENT COPY

UCC FINANCING STATEMENT AMENDMENT (UCC-3)	
FOLLOW INSTRUCTIONS CAREFULLY	
<b>A. NAME &amp; PHONE OF CONTACT AT FILER (Optional)</b>	
<b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b>	
JOHN Q. FILER 111 Nowhere Lane  COLUMBIA, SC 29201	
SOUTH CAROLINA SEC. OF STATE 110407-0916092 WS	
Date: 4/7/2011 Time: 9:18 AM Page Count: 1 Pg Debit Count: 0 Filing Fees: \$8.00 Electronic Filing Access: \$8.00 Total: \$16.00 Order ID# 128230	
THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY	
1a INITIAL FINANCING STATEMENT FILE # 110311-0802453	
2. <input checked="" type="checkbox"/> <b>TERMINATION</b> . Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of the Secured Party authorizing this Termination Statement.	
3. <input type="checkbox"/> <b>CONTINUATION</b> . Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.	
4. <input type="checkbox"/> <b>ASSIGNMENT (all or part)</b> . Give name of assignee in item 7a or 7b and address of assignee in item 7c, and also give name of assignor in item 9.	
5. <b>AMENDMENT (PARTY INFORMATION)</b> . This Amendment affects: <input type="checkbox"/> Debtor <input checked="" type="checkbox"/> Secured Party of record. Check only <u>one</u> of these two boxes. Also check <u>one</u> of the following three boxes and provide appropriate information in items 6 and/or 7: <input type="checkbox"/> <b>CHANGE name and/or address</b> . Give current record name in item 6a or 6b, also give new name if organization in item 7a or 7b and/or new address if address changed in item 7c. <input type="checkbox"/> <b>DELETE name</b> . Give record name to be deleted in item 6a or 6b. <input type="checkbox"/> <b>ADD name</b> . Complete item 7a or 7b, and also item 7c. Also complete items 7d-7f if applicable.	
<b>6. CURRENT RECORD INFORMATION</b>	
6a ORGANIZATION'S NAME	
OR	
6b INDIVIDUAL'S LAST NAME	
FIRST NAME	
MIDDLE NAME	
SUFFIX	
<b>7. CHANGED (NEW) OR ADDED INFORMATION</b>	
7a ORGANIZATION'S NAME	
OR	
7b INDIVIDUAL'S LAST NAME	
FIRST NAME	
MIDDLE NAME	
SUFFIX	
7c MAILING ADDRESS	
CITY	
STATE	
POSTAL CODE	
COUNTRY	
7d, 7e, 7f (if applicable) DO NOT PROVIDE	
7d. TAX ID# (Organization)	
7e. ADDL. INFO RE. ORGANIZATION	
7f. TYPE OF ORGANIZATION	
7g JURISDICTION OF ORGANIZATION	
7h ORGANIZATIONAL ID#, if any	
<input type="checkbox"/> NONE	
<b>8. AMENDMENT (COLLATERAL CHANGE)</b> . Check only <u>one</u> box: Describe collateral <input type="checkbox"/> deleted or <input type="checkbox"/> added, or give entire <input type="checkbox"/> rec'd collateral description, or describe collateral <input type="checkbox"/> assigned	
<b>9. NAME OF SECURED PARTY OR RECORD AUTHORIZING THIS AMENDMENT</b> (name of assignor, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing Debtor, or if this is a Termination authorized by a Debtor, check here <input type="checkbox"/> and enter name of DEBTOR authorizing this Amendment.	
9a ORGANIZATION'S NAME	
TEST ORGANIZATION SECURED PARTY	
OR	
9b INDIVIDUAL'S LAST NAME	
FIRST NAME	
MIDDLE NAME	
SUFFIX	
<b>10. OPTIONAL FILER REFERENCE DATA</b>	
SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (03/01/2011)	

## 12.0 – UCC-5, STATEMENT OF CLAIM

### 12.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

The screenshot shows the 'Contact' form with the following fields and annotations:

- REQUIRED FIELDS** box points to: **\*Send Acknowledgement To (Name)**, **\*Contact Email Address**, **\*Verify Contact Email Address**, **\*Address Line 1**, **\*City/Province/Region**, **\*State**, **\*Zip/Postal Code**, and **\*Country**.
- INSTRUCTIONS** dropdown menu is highlighted in the top right.
- PAGE INSTRUCTIONS** box is located below the INSTRUCTIONS dropdown.
- Other fields include: Contact Name, Contact Phone Number, Contact Phone Extension, Address Line 2, and a Country dropdown menu (currently showing 'United States').
- Buttons at the bottom: CANCEL, BACK, and CONTINUE.

### 12.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.

The screenshot shows the 'Filing Request' form with the following fields and annotations:

- REQUIRED FIELDS** box points to: **\*Filer Is A** (with radio buttons for Debtor and Secured Party) and **\*Filing Number**.
- SELECT TO CONTINUE FILING** box points to the **CONTINUE** button.
- Other elements include: a checkbox for **REAL ESTATE RECORDS**, a note about financing statement amendments, and buttons for CANCEL, BACK, and CONTINUE.

#### CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.

System could not verify the filing number entered. Please try again.

## 12.03 – STATEMENT OF CLAIM

The user indicates on this page whether they believe the filing to be inaccurate or wrongly filed. Information provided on this page is the same information provided in Boxes 1b, 2 and 3 of the UCC-5 form. Note that **Please Select** and **Date of Original Filing** are required fields.

The screenshot shows the 'Statement Of Claim' form. At the top, it says 'Verify the following information is correct:'. Below this, a red box highlights the 'Filing Number: 110311-0902453', 'Primary Secured Party: TEST ORGANIZATION SECURED PARTY', and 'Primary Secured Party Type: Organization'. An arrow points from this box to a label 'FILING SUMMARY INFORMATION'. Below the red box, it says 'If this information is not correct please [check the filing number entered](#).' Below this, there is a section 'Record Information To Which This Statement Of Claim Relates'. A red box highlights the '\*Please Select' label and two radio button options: 'Record is inaccurate' and 'Record was wrongfully filed'. An arrow points from this box to a label 'REQUIRED FIELDS'. Below this, there is a large text area for 'Reason for Claim'. Below the text area, there is a red box highlighting the '\*Date of Original Filing' label and a date input field with a '(mm/dd/yyyy)' placeholder. An arrow points from this box to the 'REQUIRED FIELDS' label. Below the date field, there is a 'Time of Original Filing' section with a time input field and '(hh:mm)' placeholder, and two radio button options: 'AM' and 'PM'. Below the time section, there is a label 'SELECT TO CONTINUE FILING'. At the bottom left, there is a red 'CANCEL' button. At the bottom right, there are two blue buttons: 'BACK' and 'CONTINUE'.

## 12.04 – AUTHORIZING PARTY

Statements of Claim must be authorized by a party of record. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 4 of the UCC-5 form.

**Authorizing Party**

Verify the following information is correct:

**Filing Number:** 110311-0902453  
**Primary Secured Party:** TEST ORGANIZATION SECURED PARTY  
**Primary Secured Party Type:** Organization

If this information is not correct please [check the filing number entered.](#)

**FILING SUMMARY INFORMATION**

AUTHORIZING PARTY(S)		
#	Secured Party Type	Secured Party Name
<input type="checkbox"/>	Organization	TEST ORGANIZATION SECURED PARTY


**SELECT TO CONTINUE FILING**

**CANCEL** **SELECT AUTHORIZING PARTY(S)** **BACK** **CONTINUE**

## 12.05 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the EDIT button to change information previously entered.

**Summary**

 Your Statement Of Claim Filing is not yet complete. Please review the information below for accuracy.

CONTACT INFORMATION	
Send Acknowledgement To (Name):	TEST FILER
Contact Address:	111 Nowhere Lane Columbia, SC 29201 Country: US
Contact Name:	
Contact Phone:	
Contact Phone Extension:	
Contact Email Address:	test@yahoo.com

**EDIT CONTACT**

FILING REQUEST INFORMATION	
Filer Is A:	Secured Party
Filing Number:	110311-0902453
Primary Secured Party Type:	Organization
Primary Secured Party:	TEST ORGANIZATION SECURED PARTY

**EDIT REQUEST**

AUTHORIZING SECURED PARTY(S)	
Secured Party Type	Secured Party Name
Organization	TEST ORGANIZATION SECURED PARTY

**EDIT AUTHORIZING PART...**

**EDIT BUTTONS**

STATEMENT OF CLAIM

EDIT STATEMENT OF CLAIM

Record Information To Which This Statement Of Claim Relates:	Debtor Party
Record is inaccurate:	Debtor address was filed incorrectly. Debtor address is: 123 Nowhere Lane, Columbia, SC 29201
Date of Original Filing:	3/11/2011
Time of Original Filing:	0902 AM

Optional Filer Reference Data:

ITEMS SELECTED FOR PURCHASE

ITEM	# of Pages	PRICE
Statement Of Claim Filing Fee	1	\$8.00
Electronic Filing Charge	1	\$8.00
Total Amount to be Charged:		\$16.00

Please Confirm

☐ I have verified that all of the above information is correct and complete.

VERIFICATION THAT FILING HAS BEEN REVIEWED AND IS CORRECT

CANCEL

SELECT TO CONTINUE FILING

BACK

CONTINUE

## 12.06 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

### NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken to a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

Payment

TOTAL AMOUNT TO BE CHARGED

Total Amount to be Charged: \$16.00

Billing Address

Address Line 1

Address Line 2

City/Province/Region

State

Zip/Postal Code

Country

Credit Card Information

Cardholder Name

Card Type

Card Number

Expiration Date

Card Verification Number

VISA & MASTERCARD:

AMERICAN EXPRESS:

CANCEL

SUBMIT PAYMENT & FILING

BACK

PAY NOW

## SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

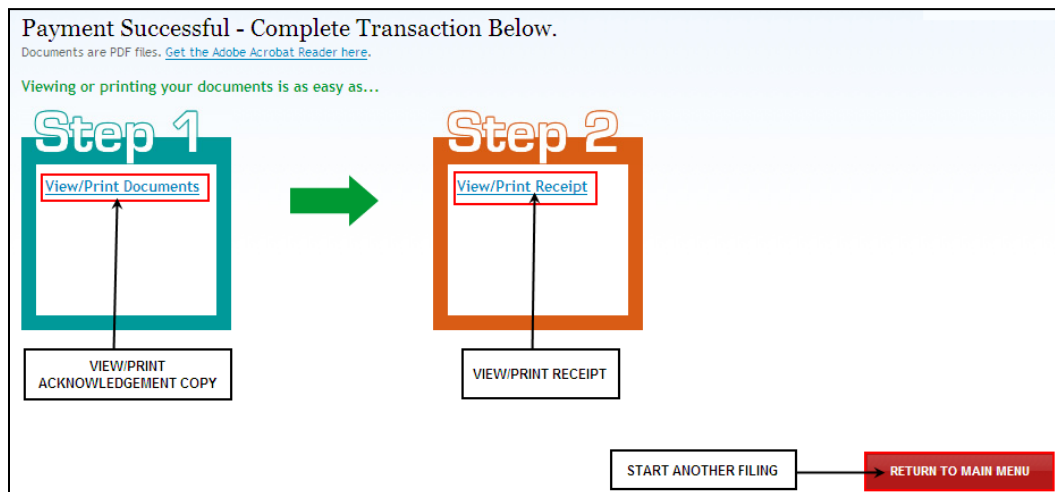
The screenshot shows a 'Payment' screen with a light blue header. Below the header, a grey bar contains the text 'Total Amount to be Charged: \$16.00' with a red box around it and an arrow pointing to a label 'AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT'. Below this, the text reads: 'Subscriber Account Name: Subscription Testing', 'Subscriber Account Organization Name: Subscription Testing', and 'Subscriber Customer ID: 100633'. To the right, there is a button labeled 'SUBMIT FOR BILLING & FILING' with an arrow pointing to a red button labeled 'BILL ACCOUNT'. At the bottom left is a red button labeled 'CANCEL', and at the bottom center is a blue button labeled 'BACK'.

## 12.07 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.


This is the user's acknowledgement and no printed acknowledgement will be mailed by the Secretary of State's office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.



## SAMPLE RECEIPT

Receipt

TRANSACTION HISTORY	
Acknowledge Copy To	TEST FILER
Email Address	test@yahoo.com
Card Type	Visa *1111
Name on Card	TEST FILER
TPE Order ID Number	134363
File ID Number	110421-1403158
Filing Date/Time	4/21/2011 2:03 PM

 Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED	
Item	Price
Statement Of Claim Filing Fee	\$8.00
Electronic Filing Charge	\$8.00
Total Amount Charged	\$16.00

BACK

PRINT RECEIPT

Print Receipt



SAMPLE ACKNOWLEDGEMENT COPY

STATEMENT OF CLAIM (UCC-5)	
The filing of this statement of claim does not affect the effectiveness of a financing statement or other filed record.	
FOLLOW INSTRUCTIONS (front and back) CAREFULLY	
A. NAME & PHONE OF PERSON FILING THIS STATEMENT (optional)	
B. SEND ACKNOWLEDGEMENT TO: (Name and Address)	
TEST FILER 111 Nowhere Lane  Columbia, SC 29201	
SOUTH CAROLINA SEC. OF STATE 110421-1403158 MS	
Date: 4/21/2011 Time: 2:03 PM Page Count: 1 Pg Debtor Count: 0 Filing Fee: \$5.00 Electronic Filing Address: \$5.00 Total: \$10.00 Order ID# 113333	
THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY	
1. Identification of the RECORD to which the STATEMENT OF CLAIM relates.	
1a. INITIAL FINANCING STATEMENT FILE NUMBER 110311-0902453	1b. RECORD INFORMATION TO WHICH THE STATEMENT OF CLAIM RELATES Debtor Party
2a. <input checked="" type="checkbox"/> RECORD is inaccurate. Provide the basis for the belief of the person identified in item 4 that the RECORD identified in item 1 is inaccurate and indicate the manner in which the person believes the RECORD should be amended to cure the inaccuracy. Debtor address was filed incorrectly. Debtor address is: 123 Nowhere Lane, Columbia, SC 29201	
2b. <input type="checkbox"/> RECORD was wrongfully filed. Provide the basis for the belief of the person identified in item 4 that the RECORD identified in item 1 was wrongfully filed.	
3. If this STATEMENT OF CLAIM relates to a RECORD filed (or recorded) in a filing office described in Section 9-501(a)(1) and this STATEMENT OF CLAIM is filed in such a filing office, provide the date (and time) on which the INITIAL FINANCING STATEMENT identified in item 1 is above was filed (or recorded).	
3a. DATE 3/11/2011	3b. TIME 0902 AM
4. NAME OF PERSON AUTHORIZING THE FILING OF THIS STATEMENT OF CLAIM — The RECORD identified in item 1 must be indexed under this name.	
4a. ORGANIZATION'S NAME TEST ORGANIZATION SECURED PARTY	
OR	4b. INDIVIDUAL'S LAST NAME
	FIRST NAME
	MIDDLE NAME
	SUFFIX
SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (03/01/2011)	

## 13.0 – UCC-11, SEARCH BY NAME

Searches are used to find initial financing statements, amendments, correction statements and lien statements for debtors. One of the key components to keep in mind while searching is the “through date”. The through date and time is “real time” – your search results will contain data meeting the criteria up to the date and time the search is submitted. The search results you receive will clearly display the through date.

### SEARCH LOGIC

Search results are created by applying search rules to the name presented for searching.

- There is no limit to the number of matches that may be returned in response to the search criteria.
- No distinction is made between upper and lower case letters.
- Punctuation marks and accents are disregarded.
- All spaces are disregarded.
- Searches for individuals should be entered as Last Name First Name Middle Name or Initial (i.e., Doe John)
- If, first name is provided, a match will be found on that name and also return results with any middle name
- If only an initial is provided, a match will be found on any first name starting with the same letter.
- If a middle name is provided, a match will be found on the middle name.
- If only an initial is given, a match will be found on any middle name starting with the same letter.

Examples are as follows:

A search for **Bank of America** will retrieve:

- Bank of America Home Loans
- Bank of America Corporate Center
- Bank of America N.A.

A search request for **Smith John A.** will retrieve:

- John A. Smith
- John Alexander Smith
- John Adam Smith

A search request for **Smith John** will retrieve:

- John Smith
- John A. Smith
- Johnnie Smith
- John Robert Smith

A search request for **Smith J M** will retrieve:

- John M. Smith
- John Michael Smith
- Johnnie Smith

- John Matthew Smith

## 13.01 – SEARCH CRITERIA

The Search by Name option allows the user to look up and view information by debtor or secured party name.

The responsibility for accurately searching names rests with the user. Search results are determined by the search criteria you choose. Therefore, if you do not see the results you expect, check the spelling of the information entered and/or choose different search criteria.

### Name Search

**Party** ☒ Debtor ☐ Secured Party **1**

Party Name

Please enter a name using Last Name, First Name. (Example: Smith, John)  
Or you may search by an organization name. (Example: B & B Toys)

**Filing Status** ☒ All Filings (Lapsed and Unlapsed) ☐ Only Unlapsed Filings **2**

**Filing Type** ☒ All ☐ UCC-1 Only **3**

**SEARCH CRITERIA**

**SEARCH FILTERS**

**SELECT TO PROCESS SEARCH**

**CANCEL** **BACK** **SEARCH**

### PARTY SEARCH FILTER (1)

This option is used to allow the user to indicate if the party name being searched is a debtor or secured party. The debtor is selected by default.

### PARTY NAME

The user provides the party name they wish to search.

When searching for an individual, the user should enter the last name and then a first name or initial and optionally a middle name or initial. (Examples: Adams, John Q. or Adams, J Q or Adams, John Quincy)

When searching for an organization, the user should enter the name of the organization. (Examples: B & B Toys or B and B Toys)

### FILING STATUS FILTER (2)

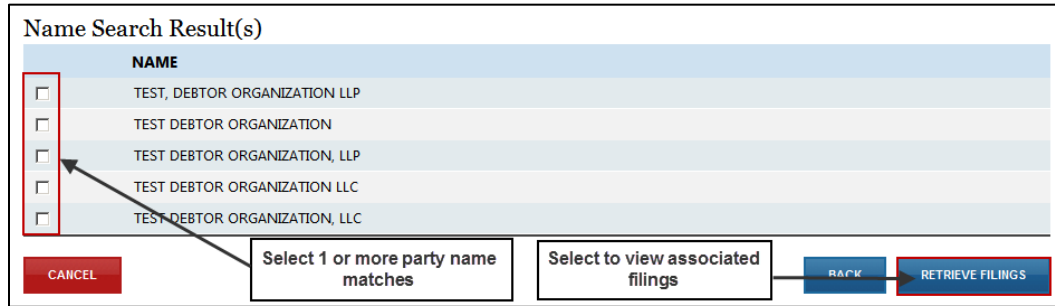
This option is used to allow the user to indicate if the search results should contain both active and lapsed filings or only active filings which are unlapsed. All Filings (Lapsed and Unlapsed) is selected by default.

### FILING TYPE (3)

This option is used to allow the user to indicate if the search results should contain only Initial Financing Statements (UCC-1) on record for the party name or all filings on record for the party name. All filing records is selected by default.

## 13.02 – SEARCH RESULTS

If the search result include one or matches, the application will display all matching party names on file for the search. The user has the option to select one or more matching names from the returned results.



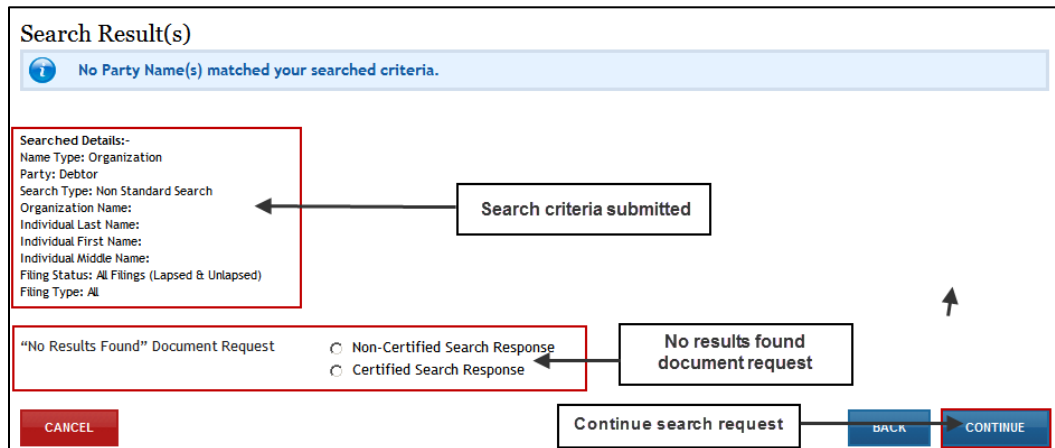
**Name Search Result(s)**

	NAME
<input type="checkbox"/>	TEST, DEBTOR ORGANIZATION LLP
<input type="checkbox"/>	TEST DEBTOR ORGANIZATION
<input type="checkbox"/>	TEST DEBTOR ORGANIZATION, LLP
<input type="checkbox"/>	TEST DEBTOR ORGANIZATION LLC
<input type="checkbox"/>	TEST DEBTOR ORGANIZATION, LLC

**CANCEL**      **Select 1 or more party name matches**      **Select to view associated filings**      **BACK**      **RETRIEVE FILINGS**

Annotations: A red box highlights the selection checkboxes. An arrow points from the 'Select 1 or more party name matches' button to the first checkbox. Another arrow points from the 'Select to view associated filings' button to the 'RETRIEVE FILINGS' button.

If no matches are located, the user will be informed that no documents are on file that meets the search criteria.



**Search Result(s)**

**No Party Name(s) matched your searched criteria.**

**Searched Details:-**  
Name Type: Organization  
Party: Debtor  
Search Type: Non Standard Search  
Organization Name:  
Individual Last Name:  
Individual First Name:  
Individual Middle Name:  
Filing Status: All Filings (Lapsed & Unlapsed)  
Filing Type: All

**Search criteria submitted**

**"No Results Found" Document Request**  
☐ Non-Certified Search Response  
☐ Certified Search Response

**No results found document request**

**CANCEL**      **Continue search request**      **BACK**      **CONTINUE**

Annotations: A red box highlights the 'Searched Details' section. A box labeled 'Search criteria submitted' has an arrow pointing to the 'Searched Details' section. Another box labeled 'No results found document request' has an arrow pointing to the 'Document Request' section. A third box labeled 'Continue search request' has an arrow pointing to the 'CONTINUE' button.

### 13.03 – SELECT FILINGS FOR RETRIEVAL

If the search results included a debtor match, the user will be provided with records on file that match the search criteria used.

All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only or both a search response and document(s).

Search Result(s)

**SELECT FILINGS FOR RETRIEVAL**

<input type="checkbox"/> 1	Filing Number	Filing Type	Filing Date	Lapse Date
<input type="checkbox"/>	101211-1630581	UCC-1 Financing Statement (Transmitting Utility)	12/11/2010 4:26:51 PM	N/A
No associated filing(s) found.				
<input type="checkbox"/>	101214-0729024	UCC-1 Financing Statement: In Lieu of Continuatio	12/14/2010 7:24:52 AM	12/14/2015
No associated filing(s) found.				
<input type="checkbox"/> 2	110311-0902453	UCC-1 Financing Statement	3/11/2011 9:01:53 AM	3/11/2016

**ASSOCIATED FILINGS**

<input type="checkbox"/>	Filing Number	Filing Type	Filing Date
<input type="checkbox"/>	110330-1249183	UCC-3 Amendment	3/30/2011 12:49:18 PM
<input type="checkbox"/>	110401-0842404	UCC-3 Assignment	4/1/2011 8:42:40 AM
<input type="checkbox"/>	110407-0918092	UCC-3 Termination	4/7/2011 9:18:09 AM

☐ 110323-0828490 UCC-1 Financing Statement: In Lieu of Continuatio 3/23/2011 8:28:49 AM 3/23/2016

No associated filing(s) found.

Select all documents (1) or select individual documents (2)

**Certified Document Request**

☐ I want certified copies of the selected filings above

☐ I want a certified search response

Certified search response and document request

Total documents found: 7

Number of documents on file

**Information Options**

☒ Search Response and Copies  
Report of all filings associated with your search and copies of the filing.

☐ Search Response Only  
Report of all filings associated with your search.

☐ Selected Copies Only  
Copies of the selected filing(s) only.

Select to request search response, documents or

CANCEL Continue search request BACK CONTINUE

### 13.04 – ORDER SUMMARY AND CONTACT INFORMATION

The user has an opportunity to review and check the search request before submitting the request to the South Carolina Secretary of State office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, and **Verify Contact Email Address** are all required fields.

### NON-SUBSCRIBER PAYMENT

Page 78 of 89

**Payment**

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$55.00

**Billing Address**

\*Address Line 1  
Address Line 2  
\*City/Province/Region  
\*State  
\*Zip/Postal Code  
\*Country

**Credit Card Information**

\*Cardholder Name  
\*Card Type  
\*Card Number  
\*Expiration Date  
\*Card Verification Number

VISA & MASTERCARD: 3-digit code  
AMERICAN EXPRESS: 4-digit code

CANCEL SUBMIT PAYMENT & FILING BACK PAY NOW

### SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

**Payment**

Your UCC Search Filing is not yet complete. Click the Bill Account button at the bottom of the page once you have verified your subscriber account information and the amount to be billed.

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$55.00

Subscriber Account Name: Nancy Test UCC  
Subscriber Account Organization Name: Nancy Test UCC  
Subscriber Customer ID: 100577

**AMOUNT TO BE CHARGED TO SUBSCRIBER ACCOUNT**

**SUBMIT FOR BILLING & FILING**

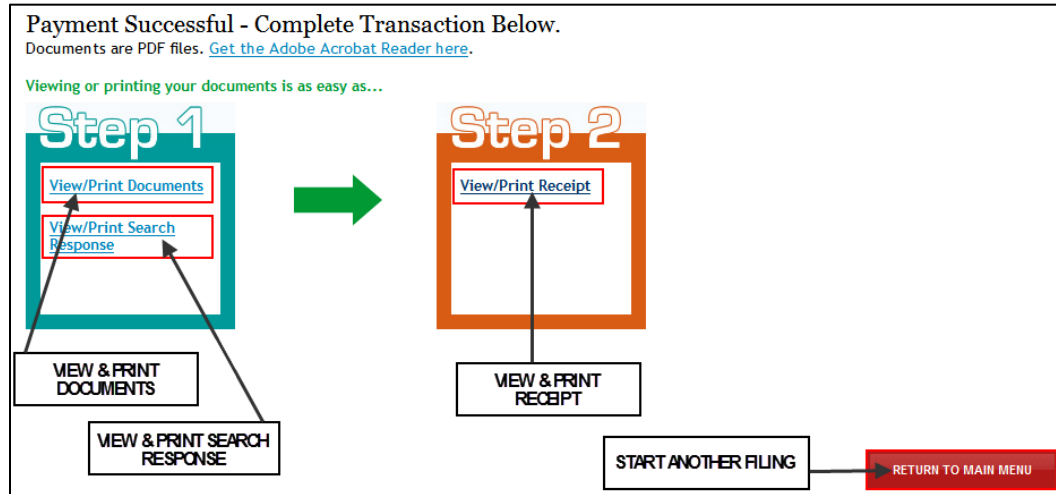
CANCEL BACK BILL ACCOUNT

## 13.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the search response and document(s).



## SAMPLE RECEIPT

Receipt

[Print](#)

**TRANSACTION HISTORY**

File ID Number	110426-0820429
Acknowledge Copy To	TEST FILER
Email Address	test@yahoo.com
Card Type	Visa *1111
Name on Card	TEST FILER
TPE Order ID Number	136048
Filing Date/Time	4/26/2011 8:20 AM
# of Documents	3
# of Pages	32
Searched Criteria	TEST DEBT

Your bank statement will reflect that the charge was made by SC.GOV.

**ITEMS PURCHASED**

File ID	Filing Type	Filing Date	# of Pages	Price
101211-1630581	UCC-1 Financing Statement (Transmitting Utility)	12/11/2010	6	\$6.00
110311-0902453	UCC-1 Financing Statement	3/11/2011	25	\$25.00
110330-1249183	UCC-3 Amendment	3/30/2011	1	\$1.00
UCC Search Filing Fee				\$5.00
Certified Search Response Report				\$2.00
Certification Fee - Number of Documents: 3				\$6.00
Electronic Records Access				\$10.00
<b>Total Amount Charged</b>				<b>\$55.00</b>

[BACK](#)



## 14.0 – UCC-11, SEARCH BY NUMBER

Each filing related to the Uniform Commercial Code or a lien of record is given a filing number to be indexed and searchable. Filing numbers have evolved through various formats over the years. Revised Article 9, effective July 1, 2001, changes the formats of filing numbers to be consistent nationwide. However, the existing filing numbers are not updated to this format, so searchers need to be aware that filing numbers in older formats will exist as long as they remain on the system.

### 14.01 – SEARCH CRITERIA

The Search by Number option allows the user to look up and view information by any UCC-1 or UCC-3 filing number. A search for a UCC-1 filing will also display any child records. A search for a UCC-3 filing will display the parent UCC-1 record and any additional UCC-3 or UCC-5 filings.

Enter up to six filing numbers below, each with a maximum of fourteen (14) digits.

**Filing Search**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ENTER UP TO SIX FILING NUMBERS AND FILING TYPES

SELECT TO PROCESS SEARCH

The screenshot shows a web interface for filing search. At the top, it says 'Enter up to six filing numbers below, each with a maximum of fourteen (14) digits.' Below this is a section titled 'Filing Search'. It contains a table with three rows and four columns. The first two columns are for the filing number, and the last two are for the filing type (UCC-1 or UCC-3). The first row is highlighted with a red box. To the right of the table, there are two callout boxes. The first box says 'ENTER UP TO SIX FILING NUMBERS AND FILING TYPES' and points to the first row of the table. The second box says 'SELECT TO PROCESS SEARCH' and points to the 'SEARCH' button. At the bottom of the form, there are three buttons: 'CANCEL', 'BACK', and 'SEARCH'.

### 14.02 – SEARCH RESULTS & SELECT FILINGS FOR RETRIEVAL

If the search result includes at least one match, the application will display all matching documents on file for the search. The user has the option to select one or more matching names from the returned results. All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only or both a search response and document(s).

Search Result(s)

SELECT FILINGS FOR RETRIEVAL

<input type="checkbox"/> 1	Filing Number	Filing Type	Filing Date	Lapse Date
<input type="checkbox"/>	101211-1630581	UCC-1 Financing Statement (Transmitting Utility)	12/11/2010 4:26:51 PM	N/A
No associated filing(s) found.				
<input type="checkbox"/>	101214-0729024	UCC-1 Financing Statement: In Lieu of Continuatio	12/14/2010 7:24:52 AM	12/14/2015
No associated filing(s) found.				
<input type="checkbox"/> 2	110311-0902453	UCC-1 Financing Statement	3/11/2011 9:01:53 AM	3/11/2016

ASSOCIATED FILINGS

<input type="checkbox"/>	Filing Number	Filing Type	Filing Date
<input type="checkbox"/>	110330-1249183	UCC-3 Amendment	3/30/2011 12:49:18 PM
<input type="checkbox"/>	110401-0842404	UCC-3 Assignment	4/1/2011 8:42:40 AM
<input type="checkbox"/>	110407-0918092	UCC-3 Termination	4/7/2011 9:18:09 AM

☐ 110323-0828490 UCC-1 Financing Statement: In Lieu of Continuatio 3/23/2011 8:28:49 AM 3/23/2016

No associated filing(s) found.

Select all documents (1) or select individual documents (2)

Total documents found: 7

Certified Document Request

☐ I want certified copies of the selected filings above

☐ I want a certified search response

Certified search response and document request

Number of documents on file

Information Options

☒ Search Response and Copies  
Report of all filings associated with your search and copies of the filing.

☐ Search Response Only  
Report of all filings associated with your search.

☐ Selected Copies Only  
Copies of the selected filing(s) only.

Select to request search response, documents or


CANCEL

Continue search request

BACK CONTINUE

If no matches are located, the user will be informed that no documents are on file that meets the search criteria.

Search Result(s)

 No UCC Filings matched your searched criteria.

Filing Number 123 returned no record(s). To order an official Search Response, select a document below.

"No Results Found" Document Request

☐ Non-Certified Search Response

☐ Certified Search Response

NO RESULTS FOUND SEARCH RESPONSE REQUEST

CANCEL

SELECT TO REQUEST SEARCH RESPONSE

BACK CONTINUE

### 14.03 – ORDER SUMMARY AND CONTACT INFORMATION

The user has an opportunity to review and check the search request before submitting the request to the South Carolina Secretary of State office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, and **Verify Contact Email Address** are all required fields.

### NON-SUBSCRIBER PAYMENT

Page 83 of 89

**Payment**

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$55.00

**Billing Address**

\*Address Line 1  
Address Line 2  
\*City/Province/Region  
\*State  
\*Zip/Postal Code  
\*Country

**Credit Card Information**

\*Cardholder Name  
\*Card Type  
\*Card Number  
\*Expiration Date  
\*Card Verification Number

VISA & MASTERCARD: 3-digit code  
AMERICAN EXPRESS: 4-digit code

**CANCEL** **SUBMIT PAYMENT & FILING** **BACK** **PAY NOW**

### SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

**Payment**

Your UCC Search Filing is not yet complete. Click the Bill Account button at the bottom of the page once you have verified your subscriber account information and the amount to be billed.

**TOTAL AMOUNT TO BE CHARGED**

Total Amount to be Charged: \$55.00

**SUBSCRIBER ACCOUNT**

Subscriber Account Name: Nancy Test UCC  
Subscriber Account Organization Name: Nancy Test UCC  
Subscriber Customer ID: 100577

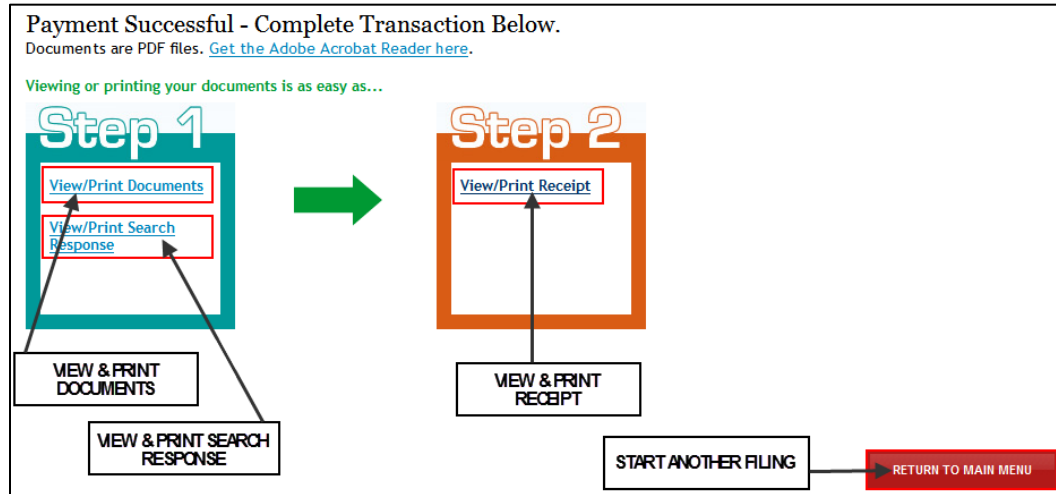
**CANCEL** **SUBMIT FOR BILLING & FILING** **BACK** **BILL ACCOUNT**

## 14.05 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the search response and document(s).



## SAMPLE RECEIPT

Receipt

[Print](#)

PRINT RECEIPT

TRANSACTION HISTORY				
File ID Number	110426-0820429			
Acknowledge Copy To	TEST FILER			
Email Address	test@yahoo.com			
Card Type	Visa *1111			
Name on Card	TEST FILER			
TPE Order ID Number	136048			
Filing Date/Time	4/26/2011 8:20 AM			
# of Documents	3			
# of Pages	32			
Searched Criteria	TEST DEBT			

Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED				
File ID	Filing Type	Filing Date	# of Pages	Price
101211-1630581	UCC-1 Financing Statement (Transmitting Utility)	12/11/2010	6	\$6.00
110311-0902453	UCC-1 Financing Statement	3/11/2011	25	\$25.00
110330-1249183	UCC-3 Amendment	3/30/2011	1	\$1.00
UCC Search Filing Fee				\$5.00
Certified Search Response Report				\$2.00
Certification Fee - Number of Documents: 3				\$6.00
Electronic Records Access				\$10.00
<b>Total Amount Charged</b>				<b>\$55.00</b>

BACK

SAMPLE CERTIFIED DOCUMENT

UCC-1		CERTIFICATION	
<b>UCC FINANCING STATEMENT</b>			
FOLLOW INSTRUCTIONS (front and back) CAREFULLY			
A. NAME & PHONE OF CONTACT AT FILER (optional)			
B. SEND ACKNOWLEDGMENT TO: (Name and Address)			
Candice Evans 1301 Gervais Street  Columbia, SC 29201			
Certified True and Correct Copy SC Secretary of State's office			
SOUTH CAROLINA SEC. OF STATE 101211-1630363 NS			
Date: 12/11/2010 Time: 3:23 PM Page Count: 6 Pg Debtor Count: 1 Filing Fee: \$13.00 Electronic Filing Fee: \$8.00 Total: \$21.00 102349			
THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY			
1. DEBTOR'S EXACT FULL LEGAL NAME - insert only ggg debtor name (1a or 1b) - do not abbreviate or combine names			
1a. ORGANIZATION'S NAME			
OR			
1b. INDIVIDUAL'S LAST NAME			
1c. MAILING ADDRESS			
PO Box 694			
1d. TAX ID # (Organizations)			
DO NOT PROVIDE			
1e. TYPE OF ORGANIZATION			
LLC			
1f. JURISDICTION OF ORGANIZATION			
SC			
1g. ORGANIZATIONAL ID #, if any			
NONE			
2. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME - insert only ggg debtor name (2a or 2b) - do not abbreviate or combine names			
2a. ORGANIZATION'S NAME			
OR			
2b. INDIVIDUAL'S LAST NAME			
2c. MAILING ADDRESS			
2d. TAX ID # (Organizations)			
DO NOT PROVIDE			
2e. TYPE OF ORGANIZATION			
2f. JURISDICTION OF ORGANIZATION			
2g. ORGANIZATIONAL ID #, if any			
NONE			
3. SECURED PARTY'S NAME (or NAME of TOTAL ASSIGNEE of ASSIGNOR SP) - insert only ggg secured party name (3a or 3b)			
3a. ORGANIZATION'S NAME			
OR			
3b. INDIVIDUAL'S LAST NAME			
3c. MAILING ADDRESS			
1301 Gervais Street			
4. This FINANCING STATEMENT covers the following collateral: testing typing in collateral into UCC Online filing application			
See attachment.			
5. ALTERNATIVE DESIGNATION (If applicable)			
LESSOR/LESSOR			
CONSIGNEE/CONSIGNOR			
X BAILEE/BAILO			
SELLER/BUYER			
AC. LIEN			
NON-UCC FILING			
6. This FINANCING STATEMENT is to be filed (or recorded) in the REAL ESTATE RECORDS (which Application)			
7. Check to REQUEST SEARCH REPORT(S) on Debtor(s) (optional)			
All Debtors			
Debtor 1			
Debtor 2			
8. OPTIONAL FILER REFERENCE DATA			
SCI Test, 12-11-2010			
SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201			
(07/01/2010)			

SAMPLE SEARCH RESPONSE

**South Carolina Secretary of State's Office**

**Mark Hammond**

**Search Response**

**Dated: 4/26/2011 9:40 AM**

**Search Criteria Entered:**

**Name Search**

**Party Name: TEST DEBT**

**Party: Debtor**

**Filing Status: Lapsed And UnLapsed Filings**

**Filing Type: All**

Name	Selected
TEST DEBTOR ORGANIZATION	Yes
TEST, DEBTOR ORGANIZATION LLP	Yes
TEST, TEST DEBTOR	Yes

Filing Number	Filing Type	Filing Date	Lapse Date	Electronic Image Available
101211-1630581	UCC-1 Financing Statement (Transmitting Utility)	12/11/2010 4:26 PM	N/A	Yes
101214-0729024	UCC-1 Financing Statement: In Lieu of Continuatio	12/14/2010 7:24 AM	12/14/2015	Yes
110311-0902453	UCC-1 Financing Statement	3/11/2011 9:01 AM	3/11/2016	Yes
110330-1249183	UCC-3 Amendment	3/30/2011 12:49 PM	N/A	Yes
110401-0842404	UCC-3 Assignment	4/1/2011 8:42 AM	N/A	Yes
110407-0918092	UCC-3 Termination	4/7/2011 9:18 AM	N/A	Yes
110421-1403158	UCC-5 Correction Statement	4/21/2011 2:03 PM	N/A	Yes
110323-0828490	UCC-1 Financing Statement: In Lieu of Continuatio	3/23/2011 8:28 AM	3/23/2016	Yes
110425-1921193	UCC-1 Financing Statement	4/25/2011 7:21 PM	4/25/2016	Yes

## APPENDIX A – INFORMATION YOU SHOULD KNOW

PDF Files: Acknowledgment copies, search responses and documents will be presented to the user as hyperlinks. The hyperlinks will open a PDF file. The user then has the opportunity to print and/or save the file. When saving the file, be sure to include the “.pdf” extension on the file name.

“Back” Button on Brower: We suggest that the user utilize the “Back” button provided within the application rather than the back button on the web browser.

Entering Data: Data entry is case sensitive. Therefore, the format the user keys information into the application is how the information will be stored.

Collateral Field: If a long collateral description is desired, the user should type that description in a word processing software (i.e., Word or WordPerfect) or a text editor (i.e., Notepad or Wordpad). That description can then be copied and pasted into the collateral field.

Browser Auto Complete: Many web browsers have a feature called “Auto Complete” which is turned on by default. Auto Complete remembers information you have previously entered and stores it and will provide you with a drop-down box from which you can select an item. If you wish to have this feature turned off, consult with your IT help desk.

Navigating through the Screens: All of the screens have a tab order set within them so the user can simply “Tab” through each field. The user can also use the mouse to click into specific fields.

Radio Buttons: The radio buttons displayed in the application are part of the tab order for that screen. To change a selection from one radio button to another, use the arrow keys on the keyboard.

Check Boxes: To place a check mark in a check box on any given screen, the user simply needs to tab into that field and hit the spacebar on the keyboard.

### UCC Online Filing Fees:

#### **UCC-1, UCC-3, UCC-5 and In Lieu of Continuation Fees**

Pages 1 and 2 together	\$ 8.00
Page 3	\$ 2.00
Pages 4 and beyond (per page)	\$ 1.00
3 <sup>rd</sup> Debtor and beyond (per debtor)	\$ 2.00
Manufactured Home Transaction	\$20.00
Public Finance Transaction	\$20.00

#### **UCC-11 Search Fees**

Search Request	\$ 5.00
Document Request (per page)	\$ 1.00
Certification Fee (per document)	\$ 2.00



**Electronic Records Access**

*Each Filing	\$ 8.00
*Each Search	\$10.00

\* Transactions over \$100, increasing by \$2.25 for each additional \$100 or fraction thereof.